

**The Cambridge Folk Festival 30/07 – 02/08/2020.
Re-cycling & Waste Management.**

Please provide a fixed price itemised quotation to provide the following to site:

Large equipment

Cherry Hinton Hall Grounds:

Skips to be provided on site and in camping areas.

- 1 x 40 yd. Bin Lorry / Compactor for recycling. (Boneyard)
- 1 x 40 yd. Bin Lorry / Compactor skip General waste. (Boneyard)
- 1 x 40 yd. Production. (16yd during event)
- 1 x 8 yd. Food Composting Skip.
- 4 x 1100ltr. Eurobins. Behind main bar.
- 12 x 1100ltr. Eurobins. Concessions Tent.

Waste Management Contractor is to work with City Services in waste collection and is responsible for all deliveries of skips. Positioning of skips on site should be with the assistance of Steve Ramsey from City services with the Production manager's knowledge. Skip exchanges are to be arranged and managed by Waste Management contractor.

As part of this specification a method statement as to positioning of and frequency of exchange of site skips should be provided by waste management contractor. This statement should also include planning for final waste clearance of **all** sites used by Festival with attention given to Cherry Hinton Hall.

The frequency of exchange for the General Waste and Recycling compactor skips should be kept to the minimum.

A member of the waste management contractor should be available onsite up to and including Friday 7th August and should be available for final hand back to Council on this day.

Cardboard Recycling – provide 1 x 1100ltr Eurobins for Irish Bar, 3 x 1100ltr Eurobins for concessionaires etc. This must be monitored as cardboard will need to be flattened on a regular basis throughout the event. Note that once concessions arrive on Wednesday there is a build up of waste card. This must be collected and placed in the recycling cages. Waste management contractor to work closely with Liz Warwick during the final moments prior to opening to ensure that all waste has been cleared from the arena.

Compactors - positioned in production area. Equipment to be monitored by trained / experienced operator during the hours of 08:00 – 18:00hrs, 30/07 – 02/08.

Deliveries of skips and positioning of equipment to commence on Monday 27th July. A member of the Waste Management Contractor should be available at this point and is to ensure that all equipment is placed correctly on site with minimal damage to trees and parkland. **Spill kit must be provided by contractor.**

Tractor and vacuum / brush waste collection - Please provide a fixed price itemised quotation for the provision of a small tractor and brush / vacuum waste collection system. E.g. a SG700 grass collector. This equipment will be required during the Festival operating hours and should be made available onsite for final clean up and hand back. This equipment should be made available to arena from 05:00hrs on each day of the Festival.

2 x Netherhall School Car Parks:

4 x 1100 ltr Eurobins each site to be positioned in playing fields near parking area, in readiness for public arriving Thursday morning 30 July 2020. Please ensure these include at least one clearly marked Eurobin for recycling at each car park site. These should be emptied as required.

Coldhams Common campsite:

Large format roll on roll off containers to be provided to this site.

- 4 x 40 yd Skip (Campsite)
- 1 x 40 yd Skip (Catering)

Provide to catering tent and traders market a suitable number of metal waste bins and clearly marked recycling bins.

Small Equipment

Cherry Hinton Hall Grounds:

Arena area - provide 45 x 1100ltr Eurobins for General waste and 45 x 1100ltr Eurobins for recycling. All bins will need constant monitoring and should be emptied during the day and at the end of each night. Please include in the quote, but separately itemised, an allowance for new Recycling and General Waste bin signage for 2020, wording to be agreed

Campsite area – 4 x maintained Waste Microsites. Cambridge City Council will provide 10000 red kerbside collection bags. Bags to be distributed by recycling team.

Caterers – Provide for each catering outlet (including Internet café site) 2 x 1100ltr bins (1 x general, 1 x recycling) and 1 x 240ltr Bin for Food waste.

Backstage and Production Areas –each backstage and production cabin/office (artists catering, transport, briefing room, art dept. and all other departments) to have both waste and recycling facilities, with regular collection as required. This should also include Ticketing, Camping Stewards caravan and Guest Pass areas, and other areas as required. Backstage areas to have waste and recycling Eurobins as usual.

Toilet hand towel waste - each toilet is supplied with a waste paper bin to collect hand towels. In 2020 this waste must continue to be part of the on-site recycling activity. Methods to manage this should be discussed at the planning meeting.

Clear Recycling Bags - the Waste Management Contractor is to provide enough clear recycling bags for the festival

Flyers – as per previous years the Waste Management Contractor to provide flyers for campers at CHH and CC detailing the waste and recycling. To be printed on recycled paper and using non-gloss finish for 2020

Coldhams Common campsite:

Waste collection and recycling points, i.e. 4 manned micro sites, to be set up at Coldhams Common this should include glass, paper and oil recycling bins.

It will be a requirement that these areas are manned between the hours of 09:00hrs – 18:00hrs on each day of the Festival, with a designated team leader reporting to site manager. The staff should have a pro-active approach to waste management and improve recycling capabilities being offered to campers with management of and distribution of clear bags, as well as red if required. Placement should be as directed.

Waste Management During and after the event

City Services will provide a daily litter collection and permanent park waste bin empty and collection to Festival site.

The City team will also assist with the collection of and management of arena, camping areas collected waste. This assistance will be given at the start of each day from 07:30hrs.

Cross-Contractor Responsibilities:

So, we're clear as to which contractor is responsible for which area, here are the following clarifications.

1. City Services will be responsible for the following:

- Collecting in all red and black rubbish bags (including those left at microsites) at Cherry Hinton Hall and along fence lines throughout the site. City Services are responsible for placing red bags on fence line throughout site.
- City Services will collect clear bags on fence lines throughout site. These are to be collected at the same time as red/black bags when tractor & trailer carries out bag collection rounds of the site. One daily collection before 10:00 hrs and one collection before last shift clock off.
- All rubbish, paper towels etc. from the lavatories.
- 2. County recycling will be responsible for the following:
 - Collecting in clear bags left at micro sites and the maintenance of said sites.
 - All red and black rubbish bags at Coldhams common.
 - County Recycling will place clear bags on fence line throughout site.
- 3. Anderson hire will ensure all litter bags etc. are placed round the back of lavatory units to await collection.

Recycling Staff

Thursday 30/07 – Sunday 02/08.

Cherry Hinton Hall Arena

- 10 staff: 00:00 - 05:00hrs handpicking glass and cans from arena.
- 6 staff: 00:00 – 04:00hrs for Thurs 30/07 only.
- 5 staff: 11:00 – 21:00 for daily maintenance of arena.

Cherry Hinton Hall Campsite

- 2 crew: 09:00 – 21:00hrs (Microsite)

Coldhams Campsite

- 4 crew: 12:00 – 18:00hrs (Thurs)
- 4 crew: 09:00 – 18:00hrs (Fri – Sun)
- 2 crew: 07:00 – 14:00hrs (Mon)

Monday 3 August.

Cherry Hinton Hall Entire Site

- 6 crew: 08:00 – 16:00hrs

Coldhams Common

- 4 crew: 06:00 – 15:00hrs

Overnight team to camp at Coldhams Common and not in Hall Production area.

General Notes:

Concession cooking oil waste – This material should be collected for recycling as in previous years, unless taken away by caterer.

Caterer Food Waste – Each caterer to have separate bin for cooking food waste (as stated above) which is to be collected and composted separately at the waste facility and itemised within the WTNs.

Please specify staffing numbers in advance. A concise list of all staff names and vehicle registrations will be required in advance of the actual Festival.

The A Greener Festival Awards will be running in 2020 and CFF will be entering for this again. All efforts must be made to ensure maximum recycling of all waste removed from the festival sites. The submission of a report post festival is required detailing amounts of each type of waste disposed of, together with evidence/receipts of recycling amounts, within a period of four weeks following the event.

In 2020 the Waste Transfer Notes for the site should also be provided upon receipt during the festival to HQ to be photocopied on site.

A planning meeting should be arranged once you have received this specification. At this meeting, we will also discuss additional ways in which we can encourage and improve recycling at the festival.

In 2020 you will be working under the management of the festival Green/ Waste manager.

Your quotation for this service should reach this office by 19th February 2020 at 12:00hrs. Should you have any questions regarding this matter please call me. I look forward to receiving your quotation in due course.

Please include replacement value of your equipment in quotation for insurance purposes.

As a statutory requirement of any work, Cambridge City Council has been placed under a legal duty to ensure, as far as is reasonably practicable, to verify the competency of each contractor employed on the site. To discharge this duty, copies of the relevant H&S documentation are required from each contractor.

It is recognised that not all items will be relevant in all cases. Copies of all documentation are to be submitted to Cambridge City Council with your quote to be eligible for consideration. Where practicable, electronic copies of documents are preferred.

1. Insurance: Written evidence of appropriate insurances (Brokers letter or copy of certificate) valid for the duration of the event:

- Public Liability (min £5m)
- Professional Indemnity (min £1m)
- Employers Liability (min £5m)
- Products Liability (min £5m)

2. Method Statements and supporting risk assessments specific to the intended activities to be undertaken on the Cambridge Folk Festival 2020 event e.g. erecting a temporary structure, high-level access, etc.

Generic risk assessments and method statements may be acceptable in most cases if they are accompanied with a letter confirming that they are relevant to the specific works to be undertaken, otherwise specific documentation will be required.

Specific Risk Assessments (or method statements) should confirm that they relate to Cambridge Folk Festival 2020 and the specific activities being undertaken here.

Yours sincerely



Andrew Keightley
Production manager