**REQUEST FOR QUOTATION**

**Title:** Commercial Waste Collection Service Ref:20230103S\_CommercialWaste

**Date of Issue**: 13th January 2023 **Issue No:** **1**

**Deadline Date**: 27th January 2023 **Deadline** Time: Midday

**CIOS Contact**: Rebecca Williams Variants Bids Accepted: **No**

**Phone:** **01720 424450** **Email**: **procurement@scilly.gov.uk**

**Requirement**

Type: **Services**

Number of providers to be appointed**: 1**

**Description of Service Required**

The Council is inviting quotations from an individual or group to deliver a collection service for commercial residual waste, mixed recycling and the segregation of cardboard, for a period of one year commencing on 1st April 2023, as requested by local businesses that are unable to make use of the Council’s weekly in-house service. The Council expects all waste and recycling to be delivered to the Porthmellon Waste and Recycling site in accordance with the Council’s waste & recycling acceptance policy. The contractor will be required to work with the Council to administer business’ requirements and work with the waste and recycling team based at the Porthmellon Waste & Recycling Site to ensure access is available to meet the needs of the service and local businesses. The successful contractor will need to ensure health and safety aspects, both during collection, and whilst visiting council waste facilities, are met. All costs of the waste collection and waste/recycling disposal at the Porthmellon Waste and recycling site will be borne by the contractor. The Council will provide the commercial waste contractor with weighbridge tickets, detailing waste types, weights and charges.

**Requirements**

The contract provider must:

* Ensure they hold a valid Waste Carriers’ Licence.
* Ensure they hold a valid waste site permit.
* Ensure that they can adequately collect and safely contain waste & recycling in accordance with Duty of Care Legislation.
* Ensure that waste and recycling is presented in accordance with the Council’s waste acceptance protocols.
* Ensure the collection frequency meets the needs of local businesses.
* Ensure that containerisation of waste and recycling meets the needs of local businesses.
* Actively promote recycling initiatives and support the Council in reducing waste and increasing recycling.
* The contractor accepts responsibility for waste and recycling quality and maybe required to change disposal depending on site operative inspections of material i.e., contaminated recycling and will be charged accordingly.
* The contractor is required to effectively communicate with businesses the requirements for waste and recycling presentation and service details- this should be outlined in detail in the accompanying methodology.
* Ensure that the provision of any wheeled bins do not obstruct the Highway.
* Ensure that waste does not pile up in any way to cause a public health nuisance.

**Bidders should note that:**

* It is likely that commercial waste and recycling gate fees will increase over the contract period.
* The Council will seek to minimise waste as this is the most cost-effective option for the Council.
* The Council may introduce new services during the contract period which may affect this contract
* Communications should clearly communicate the sub-contractual arrangements between both parties
* Full details of the contractual requirements are enclosed within the specification document in the “Supplementary Documents” file accompanying this Request for Quotation form. Contractors are also directed to the “Contracts” file and should consider the contents of the Award Letter and its annexes. Contractors should also read the Terms and Conditions document included with this form as this sets out the procedural rules relating to this Request for Quotation.

Duration of Contract (if applicable): Until 31st March 2024

Key Performance Indicators/Measures of Success: See below table

|  |  |  |  |
| --- | --- | --- | --- |
| Type | Description | Measure of Success | Achievement Date |
| Output | Council communicates changes with businesses and advises them that collections are now being made via a contractor. | Customers notified and signed up to new schedule with contractor. | 31st March 2023 |
| Output | Collections being made by contractor. | Collections being undertaken by contractor to businesses, as required. | From April 1st, 2023. |
| Output | Regular meetings held between contractor and waste operations team to address any issues. | First meeting held within two weeks and every 6-8 weeks thereafter. | 31st March 2024 |

**Response**

In completing your quotation, please provide the following:

1. A completed copy of the EoI Form (in the quotation pack) to [procurement@scilly.gov.uk](mailto:procurement@scilly.gov.uk)

2. A written response to the following quality criteria below

**Quality Criteria**

**QC 1:** Demonstrate your understanding of the project, its aims and objectives

**Value** **20%** **Limit:** **2 paragraphs**

**QC 2:** Identify your methodology for delivering the project

**Value** **20%** **Limit:** **1/2 A4 page**

**QC 3:** Provide a capability statement that identifies why your company is suited to delivering this project

**Value** **20%** **Limit:** **1/2 A4 page**

**QC 4:** Provide a project specific risk register (to include health and safety measures and how they will be mitigated)

**Value** **20%** **Limit:** **1 A4 side**

**QC 5:** If experienced, how will resourcing issues be addressed

**Value** **20%** **Limit:** **1/2 A4 page**

4. The following information (required by the Authority to undertake due diligence checks).

* Full company name and registered/main address
* Company Registration Number
* VAT number (if applicable)
* Waste Carrier Licence Number
* A signed declaration by a director (or equivalent) of the company recognising that you are willing to be bound by the terms and conditions of this quote (see enclosed Terms & Conditions)
* A signed declaration that you have not been convicted of any of the offenses stated in Regulation 23 of the Public Contract Regulations 2006 and any amendment (see condition 16 and the declaration section of the terms and conditions)

All submissions are to be submitted in PDF format via email to the above named contact by the deadline date stated on page 1 of this form. Messages should make reference to the name of the quotation opportunity and should be marked do not open automatically on receipt. Submissions should be written in Arial 11, be single line spaced and be submitted in English. Quotations are expected to be held for 30 days from the deadline date. The Council reserves the right to conduct a search with a credit reference agency to determine the financial status of the preferred bidder.

**Award**

Submissions will be assessed on the basis of the most economically advantageous quotation approach whereby both the quality and the price of the submission will be reviewed to determine the best overall offer. The evaluation team will consist of at least 2 people who will individually score the quality submission before coming to a consensus decision taking into account the perspectives of the evaluation team members.

**Quality Criteria**

Each of the criteria identified on page 2 of this form will be evaluated using the scoring system below with these percentages multiplied by the maximum score achievable for each question.

|  |  |
| --- | --- |
| Assessment | Score |
| Very Poor – Submission fails to demonstrate the required understanding/knowledge/information requested | 1 |
| Poor – Submission provides limited evidence of meeting the projects objectives, aims or the requirements of the Council. | 2 |
| Satisfactory – Submission demonstrates an adequate understanding of the project and/or the requirements of the Council | 3 |
| Good – Submission demonstrates considerable evidence of meeting or exceeding the project objectives, aims or requirements of the Council. | 4 |
| Very Good – Submission demonstrates clear evidence of significantly exceeding the project objectives, aims or requirements of the Council | 5 |

Once each of the quality criteria have been assessed using the above scoring mechanism, the individual quality criteria scores will be summed to provide the overall quality score.

Overall Score

The overall score for the submission is determined by summing the overall quality score. For clarity, the contract will be awarded to the submission that has the highest overall score.