

Request for Quotation

Title: Bryher Waste Management Services

Contract Reference Number: BWMS 090316

Duration of Contract (if applicable): 18 months from award

Date of Issue: 09/03/16 Issue Number: 1 Deadline Date: 23/03/16 5pm

CIoS Contact: Helen Pearce Phone: 01720 424369

Email: [infrastructure@scilly.gov.uk](mailto:infrastructure@scilly.gov.uk)

Requirement

Type: Services

Description: The Waste and Recycling team are inviting bids for an individual or group to deliver the waste management operations on Bryher, including management of the island’s Waste Transfer Site, for a period of 18 months commencing 1st April 2016.

The contract includes the requirement to:

* Open the waste site and be in attendance for the acceptance of waste and recycling materials from the public for at least 3 hours per week.
* Ensure waste and recycling is adequately accepted, separated and containerised ready for transportation and shipment to St Mary’s,
* Liaise with the Isles of Scilly Steamship Company to arrange the transfer of waste/recyclates to St Marys when the containers are full.
* Liaise with the Porthmellon Waste Site Supervisor to coordinate the acceptance of waste on St Marys.
* Transport all waste and recycling materials from the Bryher Waste Site to the Quay to meet the launch
* Provide a weekly waste collection service for Bryher

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.

Estimated Contract Value: £18,000

Key Performance Indicators/Measures of Success:

|  |  |  |  |
| --- | --- | --- | --- |
| Type | Description | Measure of Success | Achievement Date |
| Output |  |  |  |
| Output |  |  |  |
| Output |  |  |  |

Response

In completing your quotation please provide the following:

1 A price for delivering the Services . Please set out your price for 18 months in the following format.

**Lot 1**

|  |  |
| --- | --- |
| Description | Cost (£) |
| Disposal Services |  |
| Waste Site Operations |  |
| Risk Assessments and Insurance |  |
| Total |  |

\*Please note that only the Total Price is evaluated and that any breakdown is purely for budgetary/information purposes

**Lot 2**

|  |  |
| --- | --- |
| Description | Cost (£) |
| Disposal Services |  |
| Waste Site Operations |  |
| Risk Assessments and Insurance |  |
| Collection Services |  |
| Total |  |

2. All quotes should include the following information:

* Full company name and registered/main address
* Company Registration Number (if applicable)
* VAT number (if applicable)
* Reference to the Council’s Contract Reference Number (See page 1 of this form)
* A full list of any excluded costs that the provider feels will be due under within the performance of this contract
* A list of any opportunities for cost savings
* The proposed opening times of the waste site;
* Details of any proposed collection service; and
* Details of any proposed seasonal variation to the service.

All submissions are to be submitted in PDF or other equivalent electronic format via email to the above named contact by the deadline date stated on page 1 of this form Quotations are expected to be held for 1 month 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.

Please note that submission of a quotation will be taken as confirmation that you agree to be bound by the terms and conditions of the Quotation Process (Please see Terms and Conditions Document enclosed with this document).

Award

This contract will be awarded to the quotation that demonstrates the lowest total cost.