**BRYHER WASTE MANAGEMENT CONTRACT   
GUIDANCE & SPECIFICATION**

1. **Summary**

The Council of the Isles of Scilly is seeking to appoint a contractor to provide waste services on Bryher. The contracts is for a period of 18 months, commencing 1st April 2016.

All quotes should be submitted to the Council of the Isles of Scilly no later than 5pm GMT on the 23rd March 2016.

1. **Service Overview**

The Council of the Isles of Scilly is transforming the waste and recycling operations on the islands in order to improve the quality of life on the islands for residents, achieve compliance with European and national legislation and safeguard the reputation of the islands as a destination with an outstanding environment. The principles of the Waste Hierarchy should be applied at all times and by all waste producers. This includes households, businesses and the Council.

The Council operates the waste management site on St Marys (Porthmellon Waste Management Site) and 3 off-island waste transfer sites on the islands of St Agnes, Bryher and St Martins.

The previous waste disposal model for the islands saw a combination for the disposal of residual and bulky shredded waste by incineration without energy recovery, reprocessing of glass for use as low quality aggregate, recycling of metals/tin cans and electronics through mainland providers and informal landfilling of the remaining waste at the Porthmellon Waste Site, St Marys.

The new Waste Management Strategy for the islands will see the processing and transfer of ***all*** waste accepted at the Porthmellon Waste Management Site. This is being achieved through the redevelopment of the waste transfer sites on the off-islands (project completed March 2015) and at the Porthmellon Waste Management Site (expected to be completed in 2016).

Off-island waste sites currently accept residual household waste and commercial waste through the commercial grey waste sack scheme. Separation of glass, metals, WEE and other waste streams for recycling is encouraged. With the exception of St Martins, all waste is brought to site by the householders or businesses.

On St Martins, a collection scheme has been piloted for residential and commercial residual ‘black bag’ waste, glass and cans. All other bulky waste is taken to site by the waste producer at a weekly site opening time. This pilot scheme has proven successful and it is hoped that this service can be offered on both St Agnes and Bryher in the future.

As a result of the successful scheme the Council has separated this procurement into two Lots.

* Lot 1 seeks the provision of Waste Management Services for Bryher but excludes the collection service.
* Lot 2 seeks both the Waste Management Services and the Collection Services

The Council of the Isles of Scilly would welcome bids from potential providers for either or these Lots and there is no limit to the number of Lots that a provider can bid for. However, it is the Council of the Isles of Scilly’s intent to only contract one of these Lots based on its assessment on which approach offers the best value to the authority.

The detailed requirements of the Lots are identified below in **Section 3 Service Specification.**

**3a. Service Specification Lot1**

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| **DISPOSAL SERVICES**  The Waste Contractor shall: |
| Ensure that waste generated by commercial waste customers is presented in the pre-paid commercial waste bags and that procedures for non-compliance are followed as per the commercial waste collection guidelines |
| Ensure that fees & charges are applied as per the Council’s fees & charges scheme and the waste site procedure manual. |
| Provide all vehicles and equipment required to carry out the collection, processing, storage and transport of waste at the off-island transfer station. (See kit & equipment listed in Section 4 of this document) |
| Ensure that up-to-date and accurate records are kept in the site log book with details of the quantity and types of waste collected. Copies of these records to be copied and sent to the Waste & Recycling Officer on a monthly basis. |
| **WASTE SITE OPERATIONS**  The Waste Contractor shall: |
| Open the waste site for island residents and businesses to bring items of waste for disposal for at least 3 hours per week. |
| The Waste Contractor or their appointed representative is present on site during opening hours to assist customers and to ensure that waste is accepted in accordance with the Waste Acceptance Protocol. |
| Keep the site gates locked and secure when the Waste Contractor or their appointed representative is not in attendance. |
| Place all materials brought to the site in the appropriate containers for transportation to the quay and onwards transfer to St Marys. |
| Complete a daily site log book entry, on those days that the waste site is open and accepting waste, giving details of the type and quantity of wastes accepted. |
| Prepare and store dry bulky waste until it is practical for the sea transport company to take the bales to St Mary’s for disposal. |
| Organise for the transfer of waste to St Marys via the marine freight provider and notify the Porthmellon Waste Site Supervisor that a shipment is due for transfer. |
| Transport all waste to the quay for trans-shipping to St Marys. Assist boat crew with loading where necessary. Ensure that transfer of waste is recorded in the site log book. |
| Inspect the fabric of the waste site and any equipment provided. |
| Report all damage or maintenance requirements to the Waste & Recycling Officer and note in the site log book. |
| Report all collection and acceptance service/operational issues to the Waste & Recycling Officer and note in the log book. |
| Keep the waste site tidy and free of litter and any safety hazards. |
| Operate in accordance with the Environmental Management System and site Health and Safety Risk Assessments. |
| **RISK ASSESSMENTS & INSURANCE**  The Waste Contractor ShallL |
| Have in place at all times sufficient Insurance including where applicable £5m of Employers Liability insurance and £5m Public Liability insurance. Copies of these documents shall be provided to the Council on contract award and at any point at which they are renewed |
| Develop, Implement and Monitor Risk Assessments for the Site and Collection Operations (to be produced in partnership with the Waste & Recycling Team) |

**3b. Service Specification Lot2**

Lot 2 submission will cover all of the services required in Lot 1 but will include the following additional services

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| **COLLECTION SERVICES**  The Waste Contractor shall: |
| Collect all domestic and commercial refuse placed out for a weekly collection as per the household waste collection guidelines. |
| Collect all separated recyclates placed out for weekly collection as per the household waste collection guidelines. |
| Transport all collected waste to the off-island waste transfer site and place in the appropriate skips or bulk containers (dumpy bags) ready for transport to the quay and onward shipment to St Marys. |

1. **Qualifications and Training**

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| **QUALIFICATIONS AND TRAINING**  *The contractor must successfully complete (on award of contract) or demonstrate current qualifications in the following areas:*  *\* indicates training that can be provided by the Council on award of the contract.* |
| COSHH (Control of Substances Hazardous to Health)\* |
| First Aid\* |
| Customer Service\* |
| Equality and Diversity\* |
| Data Protection\* |
| Health and Safety\* |
| Undertake Waste Management training as required\* |

Please note - failure to complete the above training to a satisfactory level may be viewed by the authority as grounds for termination of the Contract.

1. **Kit & Equipment**

**The Council will provide:**

* a trailer for the purpose of hanging bulk bags and for transporting the bags to the quay for transfer to St Marys.
* a grinder for the processing of metals to allow for containerisation.
* any equipment and/or consumables required for compaction or baling of waste and recyclates as and if required.
* all containers required for separate residual waste and recyclates. This will include skips, ‘dolavs’, bulk bags and any other container introduced to management waste across the islands.

**The Contractor will be responsible for providing:**

* A vehicle and/or equipment required for collection of residual waste and recycled materials.
* A vehicle and/or equipment required for and transportation of waste and recyclates, including the haulage of the trailer with bulk bags, skips and dolavs from the waste site to the quay.

*A visit of both the Bryher and St Marys waste sites is strongly recommended in order for potential bidders to ask questions and see current Waste & Recycling operations in practise. For more information or clarification, or to arrange a site visit, please contact the Waste & Recycling Team:*

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*Telephone: (01720) 424316*