

Request for Quotation

Title: St Martins Waste Management Services

Contract Reference Number: WMS2020C

Duration of Contract (if applicable): 2 years from award

Date of Issue: 03/02/2020 Issue Number: 1 Deadline Date: 06/03/2020 5pm

CIoS Contact: Rebecca Williams Phone: 01720 424450

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

Requirement

Type: Services

Description: The Council’s Infrastructure Department is inviting bids for an individual or group to deliver waste management operations on St Martins, including management of the island’s Waste Transfer Site, for a period of 2 Years commencing 1st April 2020. The contract includes the requirement to:

**Waste Site Opening & Operations**

* Open the waste site for a minimum of 3 hours per week and be in attendance for the acceptance of waste and recycling materials from the public for advertised opening times (times and days to be negotiated).
* Ensure only permitted waste types are accepted at the site and that these are separated and containerised as per the instruction of the Council’s Waste & Recycling team.
* Enforce the Council’s commercial waste and recycling system and requirements thereof.
* Record any extraordinary household waste items brought to site.
* Ensure waste and recycling is adequately accepted, separated and containerised ready for transportation and shipment to St Mary’s.

**Waste Transfer and Haulage**

* Using the contractors own vehicle and/or plant, provide an assisted collection for any eligible householders (see appendices for details)
* 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.
* Using the contractors own vehicle and/or plant, transport all waste and recycling materials from the Off Island Waste Site to the local Quay to meet the launch

**Risk Assessments and Insurance**

* Ensure up to date insurance and that risk assessments and health and safety requirements are in place for activities on the site once the contract has commenced.

The Council will also be asking bidders to provide a covering ‘method statement’ outlining how they intend to deliver the contract and this should include any proposed ‘added value services’ as part of their tender, for example ‘household collections’ and ‘the implementation of measures and initiatives to manage and reduce waste on the island as well as increasing rates of recycling and reuse’. The costs, if any, for these additional services should be included in the relevant section of the tender submission along with any itemised costs (if there is a financial impact).

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**: £16,000

Response

In completing your quotation please set out your price for 2 years in the following format:

|  |  |  |  |
| --- | --- | --- | --- |
| **CORE CONTRACTUAL ELEMENTS**  *Please include details of how you will deliver the core contractual elements in the method statement.* | ***Yr 1***  ***Cost(£)*** | ***Yr 2 Cost(£)*** | **TOTAL CONTRACT**  **Cost (£)** |
| Waste Site Opening & Operations | *£* | *£* |
| Waste Transfer and Haulage | *£* | *£* |
| Health & Safety and Insurance | *£* | *£* |
| ***Total*** | ***£*** | ***£*** | ***£*** |

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

|  |  |
| --- | --- |
| **ADDITIONAL SERVICES - Non-essential**  *Please also include a detailed description of the service being proposed in the method statement.* | ***Cost(£)***  *Please indicate if this is e.g. a per item cost, annual cost or other* |
| e.g. Collection Service, measures and initiatives to compliantly manage and reduce waste on the island (i.e. composting of organic waste streams) |  |
|  |  |
|  |  |
|  |  |

*\*Please note that only CORE CONTRACTUAL ELEMENTS are evaluated for price and that any breakdown is purely for calling on additional services or budgetary/information purposes.*

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 covering **method statement** that outlines how the contractor would deliver the service which should include:
* *A full list of any excluded costs that the provider feels will be due under within the performance of this contract but have not been allowed for;*
* *A list of any opportunities for cost savings;*
* *The proposed opening times of the waste site and details of any proposed seasonal variation*
* *Details of any proposed collection service; and*
* *Any other details that the contractor considers to be relevant.*

All submissions are to be submitted no later than 5pm on Friday 6th March 2020, either by email to [infrastructure@scilly.gov.uk](mailto:infrastructure@scilly.gov.uk) or by hard copy to:

Council of the Isles of Scilly

Infrastructure Department

Re: Off Island Waste Management

Town Hall

St Marys

Isles of Scilly TR21 0LW

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.

Key Performance Indicators

The key performance indicators below support and deliver the Council’s Waste Reduction Strategy.

* % reduction in waste volume
* % increase in recycling rates
* % of missed collections (if proposed)
* % diversion to on-island recycling schemes (i.e. composting)
* % of waste diverted to recycling
* % volume of rejected materials at Porthmellon HWRC
* % volume of contaminated loads (i.e. WEEE, mixed up skips)
* % of meetings attended with Council staff
* % of courses attended to support waste management services
* Cost of service per head of population
* Number of missed collections
* Number of complaints made by the public