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|  | **St Agnes Waste Contract**  Specification for services  1st April 2022- 31st March 2025 |
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|  | February 2022 |
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# 1. List of Drawings and Reference Materials

1. *Council of the Isles of Scilly Waste Reduction Strategy*
2. *Waste Site Acceptance Procedure*
3. *Waste Site Environmental Management System*
4. *Waste Site Logbook*

# 2. Specification

The Council of the Isles of Scilly has a statutory duty to provide a waste and recycling service for the

Islands, therefore, the Council is seeking to appoint a contractor to provide household and

commercial waste and recycling services for the island of St Agnes.

**Context**

The [UK Government’s Resource and Waste Strategy (2018)](https://www.gov.uk/government/publications/resources-and-waste-strategy-for-england/resources-and-waste-strategy-at-a-glance) sets out to preserve material resources

by minimising waste, promoting resource efficiency and moving towards a circular economy.

The Strategy requires local authorities to ensure 65% of recyclables are collected from all

households and businesses by 2035. The Government also requires Local Authorities to provide a

food and green waste collection service by 2023.

The [Council’s Corporate Plan 2019-2023](https://www.scilly.gov.uk/sites/default/files/Corporate%20Plan%20APPROVED,%20FOR%20DISTRIBUTION_0.pdf#:~:text=Council%20of%20the%20Isles%20of%20Scilly%20Corporate%20Plan,written%20and%20approved%20by%20Full%20Council%20prior%20to) sets out the organisation’s ambitions in relation to climate change, carbon reduction and waste management. In April 2019 the Council declared a Climate Emergency and set a target to become a carbon neutral organisation by 2030. As a result of the declaration, the Council is currently updating its climate change strategy, identifying key areas for action, notably energy consumption, waste and recycling, transport, procurement and behaviour change.

In January 2020, the Council published the [Waste Reduction Strategy (2020-2030),](https://scilly.gov.uk/sites/default/files/document/environment-transport/Waste%20Reduction%20Strategy.pdf)  which sets out

the Council’s plans to both support the delivery of the Council’s carbon neutral agenda, but also to

meet the Government’s requirements laid out in the Government’s Resource and Waste Strategy

above.

The Waste Reduction Strategy commits to working with local stakeholders to;

* Reduce the overall volume of waste across the islands by 15% by 2025 and then by 25% by 2030
* Increase the amount of material that is reused
* Increase the amount of waste that is recycled or composted
* Improve communications with householders, visitors and businesses regarding waste and recycling collection services
* Deliver initiatives that support waste reduction, re-use, recycling and composting.
* Provide safe, efficient, cost effective and reliable services which meet the needs of the community
* Provide services that keep the environment and public realm attractive, clean and litter free.

**Service Overview**

The Council is inviting bids to deliver the Waste Management Service Contract on St Agnes, including management of the island’s waste transfer site, for a period of 36 months commencing 1st April 2022. The Contract requires the Waste Management Service Contractor to;

**Waste Site Operations**

* 1. Open the waste site for minimum of 3hrs a week for island residents and businesses to bring items of waste for disposal as required.
  2. The Waste Contractor or their appointed representative is present on site to receive the waste to assist customers and to ensure that waste is accepted in accordance with the *Waste Site Acceptance Procedure.* *(Appendix B)*
  3. Keep the site gates locked when the Waste Contractor or their appointed representative is not in attendance.
  4. Place all materials brought to the site in the appropriate containers for storage and transportation to the quay and onward transfer to St Marys.
  5. Inspect the fabric of the waste site and any equipment provided in accordance with the planned preventative maintenance schedule.
  6. Keep the waste site tidy and free of litter and any safety hazards
  7. Operate the site in accordance with the site’s Environmental Management System (Appendix C)

1. **Transfer of waste to St Agnes quay for onward transfer to St Mary’s**

2.1 Use the contractor’s own vehicle and/or plant, provide an assisted collection for any eligible householders

2.2 Liaise with the Isles of Scilly Steamship Company to arrange the transfer of waste/recycling to St Mary’s

2.3 Liaise with the Porthmellon Waste Site Manager to co-ordinate the acceptance of waste on St Mary’s

2.4 Transport all bulked up waste to the quay for shipping to St Marys.

2.5 Assist boat crew with loading where necessary.

2.6 Ensure that transfer of waste is recorded in the site logbook (see clause 5)

1. **Litter bins**
   1. In anticipation of planned improvements to the litter bin provision by the Duchy of Cornwall, regular emptying and disposal of waste from litter bins, ensuring litter bins are not overflowing and attracting pests.
2. **Kit and Equipment**
   1. Provide all vehicles and equipment (other than that provided by the Council) required to carry out the collection, processing, storage and transportation of waste at the off-island transfer station.
   2. Ensure vehicles used are serviced and insured to the appropriate standard
   3. The Council will provide all containers required for separate residual waste and recyclates. This will include skips, dolavs, bulk bags and any other container introduced to manage waste across the islands
3. **Monitoring & Reporting**
   1. Complete a daily site logbook entry*,* on those days that the waste site is open and accepting waste, giving details of the type and quantity of wastes accepted.
   2. Report any damage or maintenance issues to the Council of the Isles of Scilly and note in the site logbook.
   3. Report any acceptance service/operational issues to the Council of the Isles of Scilly and note in the logbook.
   4. A copy of the *Waste Site Logbook (Appendix D)* must be sent to the Contract Manager on a quarterly basis
4. **Qualifications and Training**
   1. The contractor should demonstrate current knowledge in the following-

* Environmental Awareness
* Pollution Prevention and Response (including the Control of Substances Hazardous to Health (COSHH)
* First Aid
* Data Protection (GDPR)

1. **Community Engagement**
   1. Supporting community engagement, communications and awareness in relation to waste and recycling procedures and practices on the island.
2. **Partnership Working**

8.1 The Waste Contractor will work with the Council of the Isles of Scilly over the next 36 months to identify opportunities for on island waste management practices in line with the Council’s Waste Reduction Strategy. (Appendix A)

8.2 The Waste Contractor will work with the Council of the Isles of Scilly to identify continuous environmental improvements in line with the Waste Site Environmental Management System

1. **Contract Management**
   1. The Council may, from time to time undertake site visits with representatives from the Environment Agency to ensure the correct and legal storage of waste is being followed. Any planned site visits will be agreed with the Waste Contractor, providing at least 7 days’ notice to the Waste Contractor.

**Legal Requirements**

* 1. Provide a copy of the Contractor’s public liability insurance
  2. Provide copies of Method Statements and Risk Assessments to the Contract Manager for all activities onsite
  3. Operate the site in accordance with the site’s Environmental Management System

# Variations from the Specification (Variant Bids)

**The Council will not accept variant bids relating to this procurement.**

**Where variants are allowed the participants will need to identify how the solution proposed provides an equivalent result to the materials, items, processes, methods or other aspects outlined in this specification (and any accompanying documents) for each and every variation from the specification. The participant shall also identify the means by which the equivalence can be verified (independently) by the Contracting Authority.**