

Quotation Opportunity

Title: St Agnes Waste Management Service Ref: 2022\_StAgnes

Date of Issue: 4/2/2022 Issue No: 1

Deadline Date: 21/2/2022 Deadline Time: 4pm

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

Phone: 01720 424450 Email: infrastructure@scilly.gov.uk

Requirement

**Type**: Services

**Estimated Contract Value** £40,000

**Duration of Contract (if applicable):** 36 months (3yrs)

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

**Short Description**:

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;

1. **Waste Site Operations**
   * Open the waste site for a minimum of 3 hours a week and attend for the acceptance of waste and recycling materials (times and days to be negotiated)
   * Ensure that waste is accepted in accordance with the *Waste Site Acceptance Procedure (Appendix A).*
   * Keep the site gates locked when the Waste Contractor is not in attendance.
   * Place all materials brought to the site in the appropriate containers for storage and transportation to the quay and onward transfer to St Marys.
   * Inspect and record any issues relating to the fabric of the waste site and any equipment provided in accordance with the planned preventative maintenance schedule.
   * Keep the waste site tidy and free of litter and any safety hazards.
2. **Waste Transfer and Haulage**
   * Use the contractor’s own vehicle and/or plant, provide an assisted collection for any eligible householders
   * Liaise with the Isles of Scilly Steamship Company to arrange the transfer of waste/recycling to St Mary’s
   * Liaise with the Porthmellon Waste Site Manager to co-ordinate the acceptance of waste on St Mary’s
   * Transport all bulked up waste to the quay for shipping to St Marys.
   * Assist boat crew with loading where necessary.
   * Ensure that transfer of waste is recorded in the site logbook (see clause 4)
3. **Litter bins**
   * 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.
4. **Kit and Equipment**
   * 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.
   * Ensure vehicles used are serviced and insured to the appropriate standard
   * 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.
5. **Monitoring and Reporting**

* 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.
* Report any damage or maintenance issues to the Council of the Isles of Scilly and note in the site logbook.
* Report any acceptance service/operational issues to the Council of the Isles of Scilly and note in the logbook.
* A copy of the *Waste Site Logbook (Appendix B)* must be sent to the Contract Manager on a quarterly basis

1. **Qualifications and Training**

Have current knowledge of;

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

1. **Community Engagement**
   * Support community engagement, communications and awareness in relation to waste and recycling procedures and practices on the island.
2. **Partnership Working**
   * 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 C) and segregating recycling.
   * Work with the Council of the Isles of Scilly to identify continuous environmental improvements in line with the *Waste Site Environmental Management System* *(Appendix D)*
3. **Contract Management**
   * 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.
4. **Legal Requirements**
   * Provide a copy of the Contractor’s public liability insurance
   * Provide copies of Method Statements and Risk Assessments to the Contract Manager for all activities onsite
   * Operate the site in accordance with the site’s *Environmental Management System*

Response

In completing your quotation, please use the **blank template available** and provide the following:

**1. A completed copy of the Expression of Interest Form** to [procurement@scilly.gov.uk](mailto:procurement@scilly.gov.uk) or post it to the address at the bottom of this page.

**2. A written Method Statement (60% weighting)**

* Method Statement outlining how the bidder will deliver the contract
* The Method Statement should include any “added value services” as part of the tender bid, 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).

**3. A price for delivering the Works** **(40% weighting)**

**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)
* 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 Appendix E 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

Submissions should be written in Arial 11, be single line spaced and be submitted in English. 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.

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 3 people who will individually score the quality submission before coming to a consensus decision taking into account the perspectives of the evaluation team members. Price scores are determined by a formula.

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.

Price Criteria

The price scores are evaluated by assessing each of the submissions relative to the mean average of all the price submissions received. The mean average constitutes the middle point at which 50% of the total marks would be awarded. Prices that are greater than the mean receive lower price scores and prices that are lower than the mean receive higher percentage scores. These percentage scores are then multiplied by the weighting for the Price Criteria to give the overall price score.

**Sample calculation** – two submissions are received with a mean average price of £137.50. Submission A has a price of £100 whilst submission B has a price of £175. Submission A’s price score is calculated as 137.5/100 x 50 = 68.75 and submission B’s price score is calculated as 137.5/175 x 50 = 39.28. Both of these amounts are then weighted by the Price Criteria %. Assuming a 40% Price Criteria Submission A’s weighted score is 27.50% and Submission B’s is 15.71%.

Overall Score

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