



Request for Quotation (RfQ)

Title: [Green Garden Waste Recycling](#)

Contract Reference Number: [GWR2022](#)

Duration of Contract (if applicable): [1 year from award](#)

Date of Issue: [08/07/2022](#) Issue Number: [4](#) Deadline Date: [5pm, 25/07/2022](#)

CloS Contact: [Eddie Williams](#) Phone: [01720 424450](#) (voicemail only)

Email: procurement@scilly.gov.uk

Requirement

Type: [Services](#)

Description:

Background Information:

The Council of the Isles of Scilly is inviting bids for an individual or group to deliver green garden organic waste EWC 02 03 01 (hereafter referred to as Green Garden Waste) recycling services, for a period of 1 year commencing on 29th August 2022. The Council accepts household and commercial Green Garden Waste at Porthmellon Waste Management Site (PWMS). The facility is not permitted to process this Green Garden Waste on site and therefore an off-site recycling service is required. The Porthmellon Waste Management Site (PWMS) sent 127.84 tonnes for recycling in 19/20, 110 tonnes in 20/21 and 123.36 tonnes in 21/22.

Contract Requirements:

The contract provider must;

- Ensure the relevant Environment Agency Exemptions are in place for the safe storage and treatment of green garden waste (EWC 02 03 01).
- The required exemptions must be in place ready for the commencement of the contract on 29th August 2022.
- Allow for no more than 20 tonnes of green waste to accumulate and remain at PWMS at one time.
- Ensure monthly movements of Green Garden Waste from the PWMS.
- Provide monthly invoices for Green Garden Waste based on tonnages recorded on the PMWS weighbridge.
- Hold an Environment Agency waste Carriers' Licence (if collecting green waste from PWMS).
- Provide evidence of planning permission and any subsequent conditions from the Local Authority to undertake commercial composting.
- Provide evidence of landowner permissions to undertake commercial composting.

Bidders should note that:

- It is likely that there may be an increase in the amount of Green Garden Waste should a lower gate fee be possible as a result of a less expensive and/or on-island contractor, however, this will be in consultation with the chosen contractor and in line with the requirements of the exemption storage limits.
- It is likely that Green Garden Waste would increase if the Council were to commence collections from householders.
- Transfer of Green Waste to a licensed site will be the responsibility of the Local Authority. However, as part of this RfQ, contractors have the opportunity to offer a price for a collection and transfer service from PMWS site. A methodology for the offered collection service, including how waste carriage license requirements will be met, should be included with the RfQ submission.
- Once Green Garden Waste has been accepted by the contractor, the ownership of the waste and any by-product is transferred to the contractor and Waste Transfer Notes will be issued.
- Communications on the sale of the by-product will reference the Council of the Isles of Scilly.
- Should the contractor have any Quality requirements of the Green Waste as presented by the Local Authority, this should be outlined in detail in the methodology. The Local Authority will seek to minimise the disposal of green garden waste via the residual waste disposal contract. (This is costly and will have a negative impact on local recycling rates).
- Should the contractor be able to accept other organic waste fractions (e.g. Food Waste) this should be detailed.
- The Council cannot provide any shredding, treatment or processing equipment, this must be provided by the contractor for use on their own site.
- 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.

Response

| | |
|---------------------------------------|---------|
| Company Name: | |
| Registered/Main Address: | |
| VAT number (if applicable): | |
| Council's Contract Reference : | GWR2022 |

In addition to completing this RfQ form, bidders should also provide an overview of the proposed service to include the following information to demonstrate compliance with the Requirements outlined on page 1 of this document:

- Overview of service provision to meet the requirements of the contract.
- Details of any quality, volume or containerisation requirements of the green waste presented.
- Details of any other Organic Waste that could be accepted.
- Frequency or opening times of the green waste site for green waste acceptance.
- Existing environmental permits, permissions (including planning permission), exemptions or licenses, or how these will be acquired.
- Overview of collection and transfer service if offered.
- Date from which Green waste could be accepted if the contract was awarded.

Price

| Description | Cost (£) |
|---|----------|
| Green Garden Waste Gate Fee - Per Tonne | |
| Other costs (please briefly describe, including frequency and unit charge) | |

Potential Cost Savings, Additions or Variations

| Description | Cost (£) |
|--|----------|
| Collection and Transfer Service (Per Tonne or Per Lift) | |
| Other (please briefly describe and the unit charge) | |

All responses are to be submitted no later than 5pm on 25/07/2022 by email to procurement@scilly.gov.uk or in hard copy to the following address:

Attn: Procurement - Green Waste Contract
Town Hall
St Marys
Isles of Scilly
TR21 0LW

Quotations are expected to be held for 3 months 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 meets all statutory & environmental regulation requirements, offers the opportunity to divert green waste for recycling and demonstrates the lowest total Gate Fee per tonne for green waste.