



# Request for Quotation (RfQ)

Title: Green Waste Recycling

Contract Reference Number: GWD092017

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

Date of Issue: 06/09/2017 Issue Number: 1 Deadline Date: 5pm, 18/09/2017

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## Requirement

Type: Services

Description:

### Background Information:

The Waste and Recycling team are inviting bids for an individual or group to deliver green garden organic waste EWC 02 03 01 (hereafter referred to as Green Waste) recycling services, for a period of 2 years commencing on or after 2<sup>nd</sup> October 2017.

The Council accepts household and commercial Green Waste at Porthmellon Waste Management Site (PWMS). The facility is not permitted to treat or process this Green Waste on site and therefore an off-site recycling service is required. The quantity of Green Waste arising varies each month. The following data presents the monthly tonnages accepted at PMWS since September 2015:

YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
2015									3.94	1.88	2.90	1.14
2016	2.28	1.87	5.39	3.31	4.39	6.41	4.17	5.25	8.89	6.42	3.43	8.79
2017	2.56	2.06	3.70	3.79	13.79	4.19	6.70	11.83				

### Contract Requirements:

The Green Waste contract includes the requirement to:

- Accept delivery of Green Waste from the PWMS and process it at an environmentally compliant site, eg a site that meets Environment Agency (EA) requirements for the recycling/processing of Green Waste (EWC 02 03 01) and any by-product either through a permit to allow for the acceptance of Green Waste or the appropriate EA environmental Exemptions.
- Ensure that service provision allows for no more than 1 'container' of green waste to accumulate and remain at PWMS at one time.
- Provide monthly invoices for recycling of Green Waste based on tonnages recorded on the PMWS weighbridge.

### Bidders should note that:

- Due to the current gate fee for commercial green waste at PWMS, it is likely that there may be an increase in the amount of Green Waste should a lower gate fee be possible as a result of a less expensive and/or on-island contractor.
- 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 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.
- 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 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 (eg 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

<b>Company Name:</b>	
<b>Registered/Main Address:</b>	
<b>VAT number (if applicable):</b>	
<b>Council's Contract Reference :</b>	GWD092017

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 / 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 (£)
<b>Green Waste Gate Fee - Per Tonne</b>	
<b>Other costs</b> (please briefly describe, including frequency and unit charge)	

### Potential Cost Savings, Additions or Variations

Description	Cost (£)
<b>Collection and Transfer Service (Per Tonne or Per Lift)</b>	
<b>Other</b> (please briefly describe and the unit charge)	

All responses are to be submitted no later than 5pm on Monday 18<sup>th</sup> September by email to [infrastructure@scilly.gov.uk](mailto:infrastructure@scilly.gov.uk) or in hard copy to the following address:

Attn: Infrastructure 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 environmental regulation requirements, offers the opportunity to divert green waste for recycling and demonstrates the lowest total Gate Fee per tonne for green waste.