**ST AGNES WASTE MANAGEMENT CONTRACT   
GUIDANCE & SPECIFICATION**

1. **Summary**

The Council of the Isles of Scilly is seeking to appoint a contractor to provide waste services on St Agnes. The contracts is for a period of 2 years, commencing 1st April 2020.

All quotes should be submitted to the Council of the Isles of Scilly no later than 5pm GMT on Friday 6th March 2020.

1. **Service Overview**

The Council of the Isles of Scilly is transforming the waste and recycling operations on the islands in order to improve the quality of life on the islands for residents, achieve compliance with European and national legislation and safeguard the reputation of the islands as a destination with an outstanding environment. The principles of the Waste Hierarchy should be applied at all times and by all waste producers. This includes households, businesses and the Council.

The Council operates the waste management site on St Marys (Porthmellon Waste Management Site) and 3 off-island waste transfer sites on the islands of St Agnes, Bryher and St Martins. The Council also accepts residual waste arising from Tresco. The processing and transfer of the majority of waste is accepted at the Porthmellon Waste Management Site.

Off-island waste sites currently accept residual household waste and recycling and commercial waste and recycling through the Council’s waste sack scheme. Separation recycling of glass, scrap metals, WEEE and other waste streams is brought to site by householders or businesses.

On St Martins, a collection scheme has been set up for residential and commercial residual ‘black bag’ waste and recycling. All other bulky waste is taken to site by the waste producer at a weekly site opening time. Contractors are invited to provide a price for for the delivery of a collection service in order to see if this is a financially sustainable service that can be delivered in the future.

The Council is looking to further reduce the cost of waste management across the islands and on-island retention of materials has been identified as a mechanism to reduce costs. Contractors are encouraged to identify on-island solutions to reduce waste i.e. composting of organic waste streams (food and garden waste, cardboard). The Council encourages Contractors to consider partnership working with island businesses and organisations to deliver these solutions.

**3a. Service Specification**

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| **DISPOSAL SERVICES**  The Waste Contractor shall: |
| Ensure that waste and recycling generated by commercial waste customers is presented in the pre-paid commercial sacks and that procedures for non-compliance are followed as per the commercial waste collection guidelines |
| Ensure that fees & charges are applied as per the Council’s fees & charges scheme and the waste site procedure manual. |
| Provide all vehicles and equipment required to carry out the collection, processing, storage and transport of waste at the off-island transfer station. (See kit & equipment listed in Section 4 of this document) |
| Ensure that up-to-date and accurate records are kept in the site log book with details of the quantity and types of waste collected. Copies of these records to be copied and sent to the Waste & Recycling Officer on a monthly basis. |
| **WASTE SITE OPERATIONS**  The Waste Contractor shall: |
| Open the waste site for island residents and businesses to bring items for disposal/recycling for at least 3 hours per week. |
| The Waste Contractor or their appointed representative is present on site during opening hours to assist customers and to ensure that waste is accepted in accordance with the Waste Acceptance Protocol. |
| Keep the site gates locked and secure when the Waste Contractor or their appointed representative is not in attendance. |
| Place all materials brought to the site in the appropriate containers for transportation to the quay and onwards transfer to St Marys. |
| Complete a daily site log book entry, on those days that the waste site is open and accepting waste, giving details of the type and quantity of wastes accepted. |
| Prepare and store dry bulky waste until it is practical for the sea transport company to take the to St Mary’s for disposal. |
| Organise for the transfer of waste to St Marys via the marine freight provider and notify the Porthmellon Waste Site Supervisor that a shipment is due for transfer. |
| Transport all waste to the quay for trans-shipping to St Marys. Assist boat crew with loading where necessary. Ensure that transfer of waste is recorded in the site log book. |
| Inspect the fabric of the waste site and any equipment provided. Report all damage or maintenance requirements to the Waste & Recycling team and note in the site log book. |
| Report all collection and acceptance service/operational issues to the Waste & Recycling Officer and note in the log book. |
| Keep the waste site tidy and free of litter and any safety hazards. |
| Operate in accordance with the Environmental Management System and site Health and Safety Risk Assessments. |
| **RISK ASSESSMENTS & INSURANCE**  The Waste Contractor Shall |
| Have in place at all times sufficient Insurance including where applicable £5m of Employers Liability insurance and £5m Public Liability insurance. Copies of these documents shall be provided to the Council on contract award and at any point at which they are renewed |
| Develop, Implement and Monitor Risk Assessments for the Site and Collection Operations (to be produced in partnership with the Waste & Recycling Team) |

**3b. Service Specification - Added Value Services**

The Request for Quotation requests prices for additional waste services that the contractor may want to offer. This could include a collection service, as outlined below:

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| **COLLECTION SERVICES** |
| Collect and containerise all domestic residual waste and commercial waste (presented in accordance with the Council’s Commercial waste policy) placed out for a weekly collection. |
| Collect and containerise all domestic and commercial dry mixed recycling (presented in accordance with the Council’s Commercial waste policy) placed out for weekly collection. |
| Collect and process waste (food and garden waste, cardboard) for reuse/recycling on-island. |

1. **Qualifications and Training**

The contractor may be asked to complete (on award of contract) training in the following areas:

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| **QUALIFICATIONS AND TRAINING**  *\* indicates training that may be provided by the Council on award of the contract.* |
| COSHH (Control of Substances Hazardous to Health)\* |
| First Aid\* |
| Customer Service\* |
| Equality and Diversity\* |
| Data Protection\* |
| Health and Safety\* |
| Undertake Waste Management training as required\* |

Please note - failure to undertake and complete training to a satisfactory level may be viewed by the authority as grounds for termination of the Contract.

1. **Kit & Equipment**

**The Council will provide:**

* a grinder for the processing of metals to allow for containerisation.
* any equipment and/or consumables required for compaction or baling of waste and recyclates as and if required.
* all containers required for separate residual waste and recyclates. This will include skips, ‘dolavs’, bulk bags and any other container introduced to manage waste and recycling across the islands.

**The Contractor will be responsible for providing:**

* A vehicle and/or equipment required for the collection of residual waste and recycled materials.
* A vehicle and/or equipment required for and transportation of waste and recyclates, including the haulage of the trailer with bulk bags, skips and dolavs from the waste site to the quay.

*A visit of both the St Agnes and St Marys waste sites is strongly recommended in order for potential bidders to ask questions and see current Waste & Recycling operations in practise. For more information or clarification, or to arrange a site visit, please contact the Waste & Recycling Team: Email* [*infrastructure@scilly.gov.uk*](mailto:infrastructure@scilly.gov.uk) *Telephone: (01720) 424450*