
St Martins Waste Contract

SPECIFICATION FOR SERVICES

1ST APRIL 2021- 31ST MARCH 2022



Council of the
ISLES OF SCILLY

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CONTENTS

- 1. List of Drawings and Reference Materials**
- 2. Specification of works**
- 3. Variations from specification (Variant bids)**

1. LIST OF DRAWINGS AND REFERENCE MATERIALS

- a. *Council of the Isles of Scilly Waste Reduction Strategy*
- b. *Household Waste Collection Guidance*
- c. *Commercial Waste Collection Guidance*
- d. *Waste Site Acceptance Procedure*
- e. *DRAFT Waste Site Environmental Management System*
- f. *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 Martins.

Context

The [UK Government's Resource and Waste Strategy \(2018\)](#) 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](#) 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 \(2020-2030\)](#), 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

Following a successful pilot waste and recycling collection service on St Martins, the Council seeks to contract a waste and recycling collection service for household and commercial waste on the island. A full break down of the contract specification is outlined below;

Specification

The Waste Contractor shall:

1. Household Waste and Recycling Collection Service

1.1 Collect all domestic residual waste and recycling placed out for weekly collection as per the *Household Waste Collection Guidance (Appendix B)*

2. Commercial Waste and Recycling Collection Service

2.1 Collect all commercial residual waste and recycling as agreed at a time agreed by local arrangement.

2.2 Ensure that waste generated by commercial waste customers is presented in the pre-paid commercial waste bags and that procedures for non-compliance are followed as per the *Commercial Waste Collection Guidance (Appendix C)*

2.3 Ensure that fees & charges are applied as per the Council's fees & charges scheme (updated annually and available online) and the *Waste Site Acceptance Procedure (Appendix D)*

3. Waste Site Operations

3.1 Open the waste site for island residents and businesses to bring items of waste for disposal as required.

- 3.2 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 D)*.
- 3.3 Keep the site gates locked when the Waste Contractor or their appointed representative is not in attendance.
- 3.4 Place all materials brought to the site in the appropriate containers for storage and transportation to the quay and onward transfer to St Marys.
- 3.5 Inspect the fabric of the waste site and any equipment provided in accordance with the planned preventative maintenance schedule.
- 3.6 Keep the waste site tidy and free of litter and any safety hazards.
- 3.7 Operate the site in accordance with the site's DRAFT Environmental Management System (Appendix E)

4. Transfer of waste to St Martins quay for onward transfer to St Mary's

- 4.1 Transport all bulked up waste to the quay for shipping to St Marys.
- 4.2 Assist boat crew with loading where necessary.
- 4.3 Ensure that transfer of waste is recorded in the site logbook (see clause 6)

5. Litter bins

- 5.1 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 not attracting pests.

6. Kit and Equipment

- 6.1 The Waste Contractor will provide all vehicles and equipment (other than that provided by the Council) required to carry out the collection, processing, storage and transport of waste at the off-island transfer station.
- 6.2 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 management waste across the islands.

7. Monitoring & Reporting

- 7.1 Ensure that up-to-date and accurate records are kept in the site logbook with details of the quantity and types of waste collected. Copies of these records to be copied and sent to the Contract Manager on a quarterly basis.
- 7.2 Complete a daily site logbook entry (*Appendix F*), on those days that the waste site is open and accepting waste, giving details of the type and quantity of wastes accepted.
- 7.3 Report all damage or maintenance requirements to the Council of the Isles of Scilly and note in the site logbook
- 7.4 Report all collection and acceptance service/operational issues to Council of the Isles of Scilly and note in the logbook.

8. Qualifications and Training

- 8.1 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)

9. Community Engagement

- 9.1 Supporting community engagement and communications and awareness in relation to waste and recycling procedures and practices on the island.

10. Partnership Working

- 10.1 The Waste Contractor will work with the Council of the Isles of Scilly over the next 12 months to identify opportunities to on island waste management practices in line with the Council's Waste Reduction Strategy.
- 10.2 The Waste Contractor will work with the Council of the Isles of Scilly to identify continuous environmental improvements in line with the *DRAFT Waste Site Environmental Management System*

11. Contract Management

11.1 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 10 days' notice to the Waste Contractor.

4. VARIATIONS FROM THE SPECIFICATION (VARIANT BIDS)

The Council will/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.