

**INVITATION TO TENDER :**

**Specification**

for the provision of

**WASTE MANAGEMENT**

**Contract Period: May 2018 - March 2023\***

*\* Initial contract period 3 years, with two optional 12-month extensions*

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*Appendix A - Standard Terms & Conditions*

1. **INSTRUCTIONS TO TENDERERS**

1. This Invitation to Tender (ITT) has been designed to assess the suitability of Suppliers to deliver WCHG’s contract requirement(s). If you are successful at this stage of the procurement process, you will be selected to undertake Post-Bid Clarification sessions, which may be via telephone or by presentation/interview (*refer to Timetable*); these sessions will assist WCHG in making its final contract award decision.

2. Whilst reserving the right to request information at any time throughout the procurement process, WCHG may enable the Supplier to self-certify certain requirements (e.g. Quality Accreditations; Environmental policies). WCHG will only obtain such evidence after the final tender evaluation decision (i.e. from the successful Suppliers only).

3. Confidentiality - all tender submissions will be treated as confidential by WCHG, and similarly, all the information contained in the ITT documentation and any resulting contract documents are classed as confidential by WCHG are tenderers/suppliers and must not be disclosed to a third party (except to Insurance companies or Legal advisors) without prior authorisation from WCHG.

4. WCHG will not reimburse any costs incurred by tenderers in connection with preparation and submission of their responses to this ITT.

5. WCHG reserves the right not to award a contract as a result of this tender exercise, or to award a partial contract.

6. In order to submit a tender response, you must complete the Supplier Questionnaire and return a signed version to WCHG by the deadline.

7. Where the space given for any answer is insufficient you should extend the white box provided in Microsoft Word; alternatively you may continue on a separate page. Where applicable, any additional pages and supporting documentation must clearly state the name of your company, the tender reference details and the question to which it relates.

8. Where word limits are stated, these should be maintained. If the limits are exceeded, WCHG may reduce the score awarded proportionally.

9. HOW TO MAKE A SUBMISSION – WCHG is planning to implement an e-tendering system over the next few months. But for this tender, **your submission must be delivered in hard copy**, in accordance with the following instructions:

1. *Please enclose one hard copy of your submission (Supplier Questionnaire plus any attachments);*
2. *Please enclose one electronic copy of your submission (CD or DVD) in PDF format*
3. *Please ensure that the outer envelope does not display any company-identifiable markings or franking;*
4. *The outer envelope must also be laid out as per the illustration below;*
5. *Please ensure your submission is delivered on time, as late submissions cannot be accepted;*
6. *Please ensure you receive a delivery receipt (in case of delivery disputes).*

TENDER FOR: **WASTE MANAGEMENT**

# WYTHENSHAWE COMMUNITY HOUSING GROUP

 WYTHENSHAWE HOUSE

8 POUNDSWICK LANE

WYTHENSHAWE

MANCHESTER

M22 9TA

# TO BE RETURNED NO LATER THAN: 5pm Tuesday 01 May 2018

10. QUERIES - If you have any questions, please email them to:

allan.openshaw@wchg.org.uk

*If WCHG considers any question or request for clarification to be of material significance, both the question and the response will be posted on the Tender Web page (the originator of the question will not be identified). It is the responsibility of the potential tenderer to keep checking this page, as Clarifications can be added at any time up to the closing date.*

1. **TIMETABLE**

Please see below for an outline Timetable. WCHG reserves the right to change any of the dates below as required.

Tenderers are asked to note the asterisked date and ensure availability of their key personnel on the PBC date. Presentations and/or interviews for PBC will be held with shortlisted suppliers only.

|  |  |
| --- | --- |
| **Tender Stages** | **Date completed by** |
| ITT published in OJEU (TED) and Contracts Finder  | Monday 26 March 2018 |
| Deadline for return of ITTs **(35 days)**  | **Tuesday 01 May 2018** |
| Evaluation of ITTs | Thursday 03 May 2018 |
| Agree shortlist | Thursday 03 May 2018 |
| Post-Bid Clarification (PBC)\* | **Wednesday 09 May 2018** |
| Final evaluation/agree successful supplier(s) | Thursday 10 May 2018 |
| Issue Award and Unsuccessful Letters (Standstill) | Thursday 10 May 2018 |
| Standstill ends | Monday 21 May 2018 |
| Award/Sign Contract | Tuesday 22 May 2018 |
| Contract start date | Tuesday 22 May 2018 |

*\* Post-Bid Clarification meetings will be held with Lot 1 and/or Lot 2 shortlisted tenderers, where required by WCHG as part of the evaluation process.*

1. **EVALUATION METHODOLOGY**

Tender responses will be assessed to determine the most economically advantageous tender using the following criteria and weightings:

|  |  |  |
| --- | --- | --- |
| **Question** | **Subject** | **Available marks (%)** |
| 1 | Supplier Details | For info only |
| 2 | Grounds for Mandatory Exclusion | Pass / Fail |
| 3 | Grounds for Discretionary Exclusion | Pass / Fail |
| 4.1 | Health & Safety | Pass / Fail |
| 4.2 | Equality, Diversity, and Human Rights | Pass / Fail |
| 4.3.1 | Environmental Management System | Pass / Fail |
| 4.3.2 | Key Environmental impacts | For info only |
| 4.3.3 | Local labour | For info only |
| 4.3.4 | Living Wage | **5%** |
| 4.3.5 | Support for the voluntary/community sector | For info only |
| 4.4 | Quality Assurance | **5%** |
| 4.5 | Financial & Economic Standing | Pass / Fail |
| 4.6 | Insurance | Pass / Fail |
| 5.1 | Compliance with Specification | Pass / Fail |
| 5.2 | Non-Compliances | Pass / Fail |
| 5.3 | Service Delivery | **30%** |
| 5.4 | Data/Reports/access | **10%** |
| 6 | References | **5%** |
| 7 | Pricing Schedule | **45%** |
| 8 | Form of Tender | Pass/Fail |
| **Total** |  | **100%** |

**Scoring model**

Tender responses will be scored by an evaluation panel using the following scoring model:

|  |  |
| --- | --- |
| **Weighting**of available marks | **Interpretation** |
| 100%Excellent | Overall the response demonstrates that the bidder meets all areas of the requirement and provides all of the areas evidence requested in the level of detail requested. This response also offers additional value or improved VFM.  |
| 70%Good | Overall the response demonstrates that the bidder meets all areas of the requirement and provides all of the areas of evidence requested, but contains some trivial omissions in relation to the level of detail requested in terms of either the response or the evidence, ***or*** the response fails to offer any added value or improved VFM.  |
| 50%Adequate | Overall the response demonstrates that the bidder meets all areas of the requirement, but not all of the areas of detail or evidence requested have been provided. This, therefore, is an adequate response, but with some ambiguity as to whether the bidder can meet the requirement due to the bidder’s failure to provide all of the detail or evidence requested. |
| 30%Poor | The response does not demonstrate that the bidder meets the requirement in one or more areas. This, therefore, is a poor response with significant ambiguity as to whether the bidder can meet the requirement due to the failure by the bidder to show that it meets one or more areas of the requirement. |
| 0%Unacceptable | The response is not compliant with the requirements of the ITT and/or no response has been provided.  |

**Pricing formula**

Available %, multiplied by Lowest Price Received, divided by Other Price Received

**Shortlisting process**

During the ITT evaluation stage, the intention is to arrive at a clear winner or a shortlist of between two and four high-scoring suppliers to be invited to Post-Bid Clarification meetings. The ITT responses will be ranked according to total scores received and a ‘gap analysis’ applied in order to determine the successful supplier or the final shortlist.

**Taking Account of Tenderers’ Past Performance**

WCHG reserves the right to assess the past performance of a Supplier, using its own experiences or via a reference. The reference may not necessarily have been provided by the supplier but may have been sourced by WCHG, and WCHG may take into account any failure to discharge obligations under any previous contracts by any Supplier.

1. **SPECIFICATION OF REQUIREMENTS**

**4.1 Introduction to WCHG**

Wythenshawe Community Housing Group (“WCHG”) is the parent company of Willow Park and Parkway Green Housing Trusts, registered social landlords, who own and manage almost 14,000 homes in the Wythenshawe area of Manchester

WCHG (Property Services) (“the WCHG”) is responsible for the repair and maintenance of the properties on behalf of the Housing Trusts.

WCHG is seeking to appoint a company or companies (the Supplier) for the purpose of entering into an agreement for the supply, delivery, collection and emptying of waste disposal skips (Lot 1) and the provision of a tipping site/Waste Transfer Station (Lot 2).

It is WCHG’s preference to appoint a single Supplier for both Lots; however, WCHG reserves the right to appoint one Supplier for each Lot.

**4.2 Contract Description**

**4.2.1 Duration** - the agreement will run for a period of THREE years, with an option to extend for a further TWO years, subject to satisfactory performances and annual review.

**4.2.2 Lots** - this Tender is in two Lots:

* Lot 1 – Supply, Delivery, Collection, Emptying of Skips
* Lot 2 – Tipping Site/Waster Transfer Station

**4.2.3 TUPE -** WCHG’s view is that the terms of the Transfer of Undertakings (Protection of Employment) Regulations 2006 (hereafter collectively referred to as “TUPE”) do not apply to this contract.

**4.3 LOT 1 – SPECIFICATION OF REQUIREMENTS**

 **SUPPLY, DELIVERY, COLLECTION, EMPTYING OF SKIPS**

* + 1. Skips for fixed sites:

Greenwood Road Building Property Services Depot will require 3 x 26cy (RORO) mixed waste, timber, and inert, plus 1 x 12cy skip for scrap metal. Skips will be called off as required;

Skips for mixed waste are also required outside various properties and locations within the Wythenshawe area for the removal of household and garden waste. These will be 8cy, 12cy, or 16cy skips, and are to be located on the main highway. Approximately 4-5 per week are currently used. From time to time we may require lockable skips.

4.3.2 Skips for Metal Waste

A skip for metal waste is also required at the Greenwood Road Building Property Services Depot. This is to be an 8 cy skip and will need to be emptied approximately once every two weeks on average.

4.3.3 Other Waste

From time to time the Supplier will be requested to remove certain types of waste that cannot be placed in Waste skips under any circumstances. These items include fridge/freezers, car tyres/batteries, gas cylinders, electrical goods etc.

4.3.4 Notification for emptying

The Supplier will be notified of the need to empty any skip(s) by telephone. When requested to empty a skip, the Supplier shall ensure that it is collected no later than the morning after such notification is received. The skip, once emptied, shall be immediately returned to the site unless instructed otherwise.

4.3.5 Roofing programme

We currently have a roofing programme which requires around 225 x 12cy skips. This requires greater flexibility as replacements need to be timely so that performance is not impacted on: we therefore require skips to be turned around within 4 hours in relation to the roofing contract.

For example, if we were to order a skip by 2.00pm we would expect it for first drop the following morning.

4.3.6 The supplier will:

* ensure that all skips sited on the highways will be lighted and coned in accordance with the terms and conditions of the highways act and the issuing local authority’s demands.
* It is properly sited in accordance with any relevant permission and that all conditions thereof are observed and performed at all times.
* It is properly coned where necessary during the hours of daylight and coned and lighted during the hours of darkness.
* No danger is caused by the skip or its contents to any third party and in particular but without limitation thereto to children.
* No fires are lit in, and no corrosive acid or noxious substance, liquid cement or concrete placed in the skip.
* It is filled no higher than the top of its sides and in such manner as to prevent spillage of material, whilst the container is stationary or in transit.
* Ensure that adequate insurance is in place to cover theft of skips or ‘roll-on/roll-offs’
* Ensure that Waste Transfer notes are completed and issued on site to the relevant person
* Appoint a dedicated point of contact to ensure consistency and smooth running of the contract
* Ensure that all invoices align with the Standard Terms & Conditions
* Ensure all relevant paperwork/certificates (e.g. insurance) are submitted prior to start of contract
* RAMS to be submitted prior to start of the contract.
* Ensure WCHG has access to an online database (or on-demand reports) so that performance figures and recycling rates can be reviewed.

4.3.7 WCHG will:-

(i) provide and adequately maintain all necessary approach roads and sites for the purpose of the delivery;

(ii) rely on its own skill and judgement and to satisfy itself as to the suitability of all approach roads, tracks, or grounds, for the purposes of delivery, siting and collection of skips and to notify the Supplier at the time of ordering the service of any special requirements as to delivery.

(iii) promptly on the arrival of the vehicle to accept delivery and provide any necessary directions and a suitable site.

(iv) ensure that an authorised person is present at the time of delivery to sign and acknowledge delivery and/or collection of the skip;

(v) direct the Driver where to deposit or pick up the skip;

(vi) ensure that all permissions required before the skip can lawfully be deposited on the site including the permission required under the Highways Act 1971 have been or will be obtained before they request the Supplier or direct the Driver to deposit the skip on the site and that the said permission will be kept in force during the period of hire and where necessary for up to 3 working days thereafter;

4.3.8 General

1. Except as specifically otherwise agreed in writing WCHG shall fill the skip within the period of hire and shall inform the Supplier in good time of its readiness for collection or replacement. WCHG shall ensure that from the time when collection of the skip is due to take place until the same is collected there is left a clear space at one end of the container to terminate the hiring of the skip the minimum notice period shall be one clear working day's notice. Ownership of the contents shall pass to the Supplier on collection unless agreed in writing.
2. The Supplier may arrange the removal or repositioning of the skip if required at any time to do so by a highway authority or constable in uniform under Section 140 of the Highway Act 1980. WCHG shall be responsible for the reasonable additional cost thereof on the part of the Supplier.
3. Except as specifically otherwise agreed in writing the Supplier agrees to dispose of such of the contents of the skip as shall be in accordance with the terms of this contract. WCHG agrees that it will pay the Supplier's reasonable charges of dealing with any of the contents of any skip which do not comply with the terms of this contract.
4. The risk in relation to any skip or skips supplied pursuant to this Contract shall pass to WCHG upon delivery in accordance with WCHG request or direction and shall remain with the Client until the skip or skips are collected by the Supplier.

**4.4 LOT 2 – SPECIFICATION OF REQUIREMENTS**

 **TIPPING SITE/WASTE TRANSFER STATION**

**4.4.1 Tipping**

We currently have around 16 flat back tippers that are required to tip. It is envisaged that there will be approximately 20 tip visits per day.

**4.4.2 Segregation**

Loads to be tipped as much as possible, for example: Rubble, Spoil, Metal, Wood, Green and Cardboard (the majority will be mixed waste which tends to come from our void properties).

Other waste includes Gas Bottles, Fridges, Tyres, Sharps and WEEE. Landfill waste includes Plastic, Paper, Lagging, Polystyrene and Rubber.

Recycling facilities are therefore required for the above.

**4.4.3 Hours of operation**

WCHG operate from 8am – 6pm Monday to Friday (inclusive), and requires the Tipping Site/Waste Transfer Station to be available at these hours.

WCHG will also carry out occasional Saturday tips between 8am-2pm.

WCHG are also looking to minimise the ‘tipping time’ (journey to/from tipping site, booking in, un-sheeting, tipping and leaving the site boundary).

**4.4.4 Licensing**

WCHG require the successful supplier to hold any necessary licences and permits, and to:

* have procedures in place to identify any waste not permitted on site
* ensure permitted quantities of waste are not exceeded
* ensure permitted staffing levels are maintained on site
* ensure the safe storage and segregation of waste streams to avoid adverse reaction under normal conditions and under emergency conditions
* have procedures for dealing with leaks and spillage
* have procedures for dealing with dust, odour, noise and vermin
* hold records of the past 12 months for waste entering/leaving the site; environmental monitoring records; records of significant events

**4.4.5 Health & Safety**

WCHG require the successful supplier to:

* Work to a formal Health & Safety Policy Statement/Policy; tell its employees about the Policy;
* Have procedures or signage to describe Entry and Exit to the site from a public road and explain how any dangers are managed e.g. slip road provided or restricted turning
* have signage on display on site regarding routes and required PPE and emergency procedures
* Have provision for segregating vehicle movement on site from pedestrians
* provide Banksmen to ensure safety of reversing vehicles
* have procedures at the weighbridge to ensure safety of visiting vehicles and staff
* have provisions in place for testing equipment which falls under the LOLER regulations.

The successful supplier must:

* Have a suitably qualified Health & Safety Advisor in the Company (direct employee or an external consultant);
* Have a procedure for ensuring any subcontractor meets Health & Safety standards;
* Have procedures in place to deal with situations where serious or imminent danger arises on site or in the workplace;
* Have processes in place for dealing with asbestos (may include Working at Height, Use of Dangerous Equipment, Discovery of Asbestos, PPE)
* Have documentary evidence of a range of training to Managers and employees;
* Have procedures for monitoring Health & Safety in the workplace;
* Have procedures for reporting and investigating accidents
* Have a nominated manager for reporting accidents, dangerous occurrences to the HSE or appropriate enforcing authority;
* Hold records for any accidents in the last five years;
* Hold records of any enforcement notices or prosecutions the HSE, Local Authority, or Environment Agency has served on the company in the last five years and any actions the company has taken as a result of any enforcement notices or prosecutions;
* Have procedures for carrying out risk assessments, carrying out actions and telling staff about control measures for: General Risk Assessment/Dangerous Substances Assessments/Noise and Vibration Assessments.

**4.4.6 Environmental Management**

WCHG requires the successful supplier have an Environmental Management System in place for the commencement of the contract, for example ISO14001 or equivalent.

**4.4.7 Management Information/Reporting/Invoicing**

WCHG requires a detailed monthly breakdown of the waste we generate. This information must be incorporated in the tender price and not be charged additionally.

We would require the total tonnage, number of times tipped, a breakdown of the types of waste recycled, the % for each waste category and waste-to-landfill figures.

WCHG will provide the successful supplier with a list of vehicle registration numbers.

Invoices should include the waste transfer note number, vehicle registration, operatives name, time attended, and the volume tipped.