

Quotation Opportunity

Title: **Commercial Waste Services Review** Ref: CIoS230323

Date of Issue: 20/3/2023 Issue No: 1

Deadline Date: 21/4/2023 Deadline Time: 12:00

CIOS Contact: Rebecca Williams Variants Bids Accepted: **No**

Phone: 01720 424450 Email: [procurement@scilly.gov.uk](mailto:procurement@scilly.gov.uk)

Requirement

Type: Services

Number of providers to be appointed: 1

Short Description: The Council of the Isles of Scilly requires the support of an experienced waste management consultant, or group of consultants, with expertise in Local Authority commercial waste services, ideally with experience working on islands, to work in partnership with the Council to complete a review of commercial waste and recycling services, across the islands to:

* ensure the Council is operating compliantly.
* to reduce Council budget pressures.
* to ensure the Council’s waste management service can be sustainably managed.

Alongside a commercial waste service review, the Council also requires a solution focused Action Plan to be developed to deliver immediate and medium-long term solutions, and to identify priorities to deliver the above.

Commercial waste services review required to take place over 3 months to include:

* A 5-day visit to the islands as part of information gathering exercise to inform the service review and action plan. Including shadowing the waste collection teams, visiting off islands and speaking to third party contractors and hauliers.
* A review of the Council’s current commercial waste policy, and scoping implementation of policy relating to charging waste from self-catering properties (under Controlled Waste Regulations, 2011).
* A review of the Council’s fees and charges framework for commercial waste and recycling, based on actual costs of running the service across the islands.
* A review of the Council’s commercial waste collection service on St Mary’s.
* A review of the Council’s commercial waste services implemented on the off islands.
* Reviewing current enforcement practices and future opportunities to support behaviour change amongst businesses.
* Action Plan to deliver outcomes in the commercial waste review over the next 12-18 months.

Additional Documentation/Specification Attached: Yes

Please see specification for service requirements and background information on current services.

Duration of Contract (if applicable):

Key Performance Indicators/Measures of Success: See below table

|  |  |  |  |
| --- | --- | --- | --- |
| Type | Description | Measure of Success | Achievement Date |
| Milestone | Inception meeting with Council waste strategy and operations teams. | Inception meeting completed. |  |
| Milestone | Visit by consultants to the Isles of Scilly to view all Council services. | Visit/s completed. |  |
| Milestone | Council teams to assist in providing data and information to consultants. | Ongoing as part of the project. |  |
| Milestone | Commercial Waste Service Review draft complete, and solutions identified via draft Action Plan with priorities identified. | Draft report of commercial service review completed. Draft Action Plan completed. |  |
| Milestone | Final review report and action plan for delivery of priorities completed. | Final report and Action Plan signed off. |  |

Response

In completing your quotation, please provide the following:

1. A completed copy of the EoI Form (in the quotation pack) to [procurement@scilly.gov.uk](mailto:procurement@scilly.gov.uk)

2. A written response to the following quality criteria below

Quality Criteria 70%

**QC 1:** Demonstrate your understanding of the project, its aims and objectives **Value** **10%** **Limit:** **3**

**QC 2:** Identify your methodology for delivering the project **Value** **15%** **Limit:** **3**

**QC 3:** Describe 3 recent similar projects (within the last 5 years) **Value** **15%** **Limit:** **2**

**QC 4:** Provide a capability statement that identifies why your company is suited to delivering this project

**Value** **15%** **Limit:** **2**

**QC 5:** Provide a programme of delivery for the project highlighting the key activities

**Value** **15%** **Limit:** **3**

3. A price for delivering the Services Please set out your price in the following layout.

Price Criteria 30%

|  |  |
| --- | --- |
| Description | Cost (£) |
| Milestone 1 |  |
| Milestone 2 |  |
| Milestone 3 |  |
| Milestone 4 |  |
| Milestone 5 |  |
| Total |  |

\*Please note that only the Total Price is evaluated, and that any breakdown is purely for budgetary/information purposes

4. The following information (required by the Authority to undertake due diligence checks).

* Full company name and registered/main address
* Company Registration Number
* VAT number (if applicable)
* A signed declaration by a director (or equivalent) of the company recognising that you are willing to be bound by the terms and conditions of this quote (see enclosed Terms & Conditions)
* A signed declaration that you have not been convicted of any of the offenses stated in Regulation 23 of the Public Contract Regulations 2006 and any amendment (see condition 16 and the declaration section of the terms and conditions)
* References - Not Used

All submissions are to be submitted in PDF format via email to the above named contact by the deadline date stated on page 1 of this form The Council reserves the right to conduct a search with a credit reference agency to determine the financial status of the preferred bidder.

Award

Submissions will be assessed on the basis of the most economically advantageous quotation approach whereby both the quality and the price of the submission will be reviewed to determine the best overall offer. The evaluation team will consist of at least 2 people who will individually score the quality submission before coming to a consensus decision taking into account the perspectives of the evaluation team members. Price scores are determined by a formula.

Quality Criteria

Each of the criteria identified on page 2 of this form will be evaluated using the scoring system below with these percentages multiplied by the maximum score achievable for each question.

|  |  |
| --- | --- |
| Assessment | Score |
| Very Poor – Submission fails to demonstrate the required understanding/knowledge/information requested | 1 |
| Poor – Submission provides limited evidence of meeting the projects objectives, aims or the requirements of the Council. | 2 |
| Satisfactory – Submission demonstrates an adequate understanding of the project and/or the requirements of the Council | 3 |
| Good – Submission demonstrates considerable evidence of meeting or exceeding the project objectives, aims or requirements of the Council. | 4 |
| Very Good – Submission demonstrates clear evidence of significantly exceeding the project objectives, aims or requirements of the Council | 5 |

**Sample calculation** – If the overall quality criterion is 60% and quality criteria 1 (QC 1) is 5%, the maximum achievable score for QC1 is 3%. If the evaluators score the response to this question at 40% (lower satisfactory) then the contractor would be awarded 1.2% of the 3% available. Or (60 x5%) x 40% = 1.2%

Once each of the quality criteria have been assessed using the above scoring mechanism, the individual quality criteria scores will be summed to provide the overall quality score.

Price Criteria

The price scores are evaluated by assessing each of the submissions relative to the mean average of all the price submissions received. The mean average constitutes the middle point at which 50% of the total marks would be awarded. Prices that are greater than the mean receive lower price scores and prices that are lower than the mean receive higher percentage scores. These percentage scores are then multiplied by the weighting for the Price Criteria to give the overall price score.

**Sample calculation** – two submissions are received with a mean average price of £137.50. Submission A has a price of £100 whilst submission B has a price of £175. Submission A’s price score is calculated as 137.5/100 x 50 = 68.75 and submission B’s price score is calculated as 137.5/175 x 50 = 39.28. Both of these amounts are then weighted by the Price Criteria %. Assuming a 40% Price Criteria Submission A’s weighted score is 27.50% and Submission B’s is 15.71%.

Overall Score

The overall score for the submission is determined by summing the overall quality score with the overall price score. For clarity, the contract will be awarded to the submission that has the highest overall score.