**Request for Quote**

**Collection & Treatment of Abandoned Tyres**

Please take care in reading this document in particular the Specification; in the event of any questions or queries in relation to this Request for Quotation (RFQ), please contact the buyer via the method stated below:

* Email: : [**Andrew.Hay@cambridgeshire.gov.uk**](mailto:Andrew.Hay@cambridgeshire.gov.uk)

1. SCOPE OF THE REQUIREMENT

The Council is looking for a provider to deliver on, but not limited to, the following:

2.1 The collection and disposal of tyres from fly-tips delivered to 3 transfer stations by district and city councils ,9 household recycling centres and on request of large numbers of tyres at individual fly-tip locations

2.2 The coordination for tyre collections from HRC’s and WTS’s will be administered by Thalia, the Council’s service provider.

2.3 The Contractor shall be responsible for the removal of tyres from waste transfer stations (WTS) throughout Cambridgeshire when requested by Thalia. The five district/city councils will deposit tyres that have been collected at the nearest WTS to them geographically.

2.4 At any point during each working week (Monday to Friday), Thalia will notify the

contractor of the number of tyres for collection from the various HRCs and WTSs. Formal notification will be by email from Thalia to the contractor, giving quantity of tyres and site collection locations

2.5 if capacity exists for additional tyres deposited subsequent to notification, the contractor would be expected to remove additional tyres.

2.6 to attend any meeting in relation to the Operations & Maintenance contract where necessary and/or relevant in order to assist in the Council

2.7 The Council reserves the right to alter the dates of when each separate project is due to start.

2.8 The contartctor should familiar themselves and comply with all legislation regarding collection and dispaosal waste and environmental conditions including specific site policies and health and safety requirements

1. Service Delivery

The service will consist of the collection of all stipulated tyres from WTS, HRCs and fly-tipped sites; the transport of tyres to the recycling / treatment facility; and the provision and use of facilities to receive and recycle and/or recover tyres. A more detailed description of service delivery is detailed in **Appendix 3**

1. Location

All details of locations relating to this agreement are detailed in Appendix 1

1. Term

The Contract period will be for a term of [Twenty four] (24) months

The Commencement date is anticipated to be from 08th January 2024 and dates will be

agreed with the Authorities Contract Manager and the successful provider once final terms and

schedule has been agreed.

1. Value and Pricing and Categories

The aniticipated annual value shall bebetween £8000 and £11000. You are required to refer to **Appendix 2** for completion and details of pricing model and tyre cateories

1. CORPORATE POLICIES and Codes of Practices

The Successful Bidder must have the appropriate systems, policies and procedures in place to execute the services in a safety and in a secure manner. The Council will expect that the Successful Provider will follow and/or adopt the best practice within the Industry where possible.

1. Contract Management and Performance

The Council will require the Contractor to meet at a frequency agreed by the Contract Manager at award of contract.

This will be to monitor, discuss, but not limited to:

* how the contract is performing
* any issues that has arise
* meeting project deadlines.
* Attending meetings when requested at no additional cost to the Authority

8. Subcontracting Arrangements

The Council believe that this service does not require all or elements of this procurement to be subcontracted out. That being said all submissions will be evaluated based on the one that meets or exceeds our requirements and is the most economical advantageous.

If the Successful Bidder believes that the use of Sub – Contarctors are appropriate,the they must provide all details for discussion and approval

1. External Communication

* All communication with Stakeholders such as Councillors, local MPs, and members of the public will take place through the endorsement of the Council
* The successful bidder should make contact with the Contract Owner of the Council regarding policy matters.
* The successful bidder will assume responsibility for day-to-day management of routine external communications affairs, reserving to itself only those matters it regards inappropriate for the Provider to address. Guidance in this respect will be given by the Council.
* The use of the Council’s Logos or name will be at the discretion of the Council and the contract owner. Any request shall be made in writing and state the reasons for the use.

1. Exit Strategy / Handover at End of Contract

* The successful provider agrees to provide a full and suitable handover of each Contract worked on and to ensure the Contract Manager understands how the contract works.
* This handover must take place within two (2) months prior to the end of the contract, but not in the final week of the contract.

1. Modern Slavery, Child Labour and Inhumane Treatment

Tackling modern slavery requires everyone to be vigilant and active in addressing this issue effecting our communities. The Council will expect, as a minimum, that all Bidders comply in full with the Morden Slavery Act where necessary, and have in place sufficient policies, procedures and Systems (including Training awareness).

1. Data Protections and General Data Protection Regulations

The Authority will require all bidder to ensure full compliance to the Data protection and General Data protection laws and Regulations.

1. Contract terms and conditions

The Council uses its own Standard T&C model contract templates for all their contracts below £100,000.

A draft contract will be issued will this request to quote.

Invoicing

The Contractor shall issue an invoice each calendar month, within 10 days of the start of the following month. This must be supported by evidence of the tyres collected from each site and fly-tip event during the month and of tyres received at the recycling location. The contractor should supply data on the numbers and weight of tyres collected. The Authority will validate the data within 15 days and either certify the invoice for payment or notify the Contractor of any queries. Verification of the number of tyres collected may be required from the collection dockets held by the WTS Manager and/or the HRC management contractors. Once the invoice is certified the Contractor will receive payment within 15 days of certification. Any performance deductions should be recorded within the invoice and deducted from the amount due.

1. Appendices

**Appendix 1** – Details of Locations

**Appendix 2** – Tyre Type and Categories and pricing schedule

**Appendix**  3 – Standard Service Description and Obligations

**Appendix 1 Locations**

The Council will manage the contract on behalf of the district councils within the geographical boundaries of Cambridgeshire. The districts councils that will utilise this contract after it is established include:

• Cambridge City Council

• South Cambridgeshire District Council

• Huntingdonshire District Council

• Fenland District Council

• East Cambridgeshire District Council

Please note, that although Peterborough City Council is located geographically within Cambridgeshire, they will not be seeking to utilise this contract.

Potentila bidders are requested to consider the categories below and include a separate price for each category. If you wish to offer a similar price for each category. Please enter per category line

**Appendix 2 Tyre Categories and pricing Schedule**

The service shall include all types of tyres, both with and without rims. Tyre types include but are not limited to…

**A Value of 125 has been use only for a model total sum evaluation and not the overall total of any categories and collection and disposal amounts.**

**Data on attached Spreadsheet**



**Appendix 3 Standard Service Description and Obligations**

The Contractor shall be responsible for the collection and disposal of tyres from three(3) waste transfer stations (WTS) at Waterbeach, March and Alconbury. District and city councils collect tyres from fly-tips and deliver to the nearest WTS, each of which is permitted to store a maximum of 300 tyres.

Collection and disposal of tyres may occasionally be required from fly-tip locations where large numbers, normally more than 30 have been deposited.

The Contractor shall provide appropriate equipment, including lifting aids to collect tyres, and must not rely on the assistance of site staff to load vehicles.

The Contractor will report to the site manager or weighbridge operator on arrival. At waste transfer stations the Contractor’s collection vehicle will be required to pass over the weighbridge on arrival and departure to enable weights to be recorded.

Contractor employee’s will be required to undertake a full induction to each site on their first visit.

Contractor employees will be required to abide by site rules and staff instructions. Repeated failure to do so may result in exclusion from sites.

The Contractor shall be responsible for the transport of collected tyres to the recycling/treatment location.

The contractor must have contingency plans for additional storage provisions if unable to deliver to the recycling/treatment facility for any reason. Such provisions will be at no additional cost to the authority.

Compliance

The Contractor shall be responsible for satisfying legal requirements for all elements of service provision for the duration of the contract term, including collection, transportation storage and recycling or treatment of tyres at final destination. Requirements include but are not limited to; waste carrier registration, waste duty of care requirements, road transport and planning regulations and required insurances. Copies of relevant documents will be required before contract commencement. Guidance (statutory or otherwise) issued by the Environment Agency, Health and Safety Executive, or other relevant body should be adhered to in the delivery of services. Operations must be delivered in a way that avoids pollution, detriment to local amenity, or danger to health.

The Authority reserves the right to audit required documentation and records throughout the life of the contract at no cost.

If a temporary storage site is used all necessary permissions will be in place and copied to the Authority prior to use.

Where elements of the service are provided by 3rd parties including sub-contractors the Contractor will be responsible for carrying out appropriate duty of care checks.

Sub-contracting of any part of the service must be authorised in advance by the Authority. Where sub-contractors are used the contractor shall be responsible for ensuring acceptable performance levels and legal compliance.

Waste transfer notes (or replacement requirement) will be required for each collection made.

If recycling or treatment of tyres is to be conducted outside the UK, the Contractor shall be responsible for all transport from and outside the UK. The Contractor should provide a statement of compliance with The Transfrontier Shipment of Waste Regulations 2007 or subsequent legislation. Such arrangements must be verified by the Environment Agency. Export of tyres for recycling will not be permitted without prior authorisation of the Authority.

**Collection request process and response times**

The Contractor should provide contact details for this purpose and notify changes at least 1 week in advance.

The Contractor shall be contactable at least five (5) days per week from Monday to Friday (except bank holidays) to arrange collections. Contact will be by email or other means such as telephone with email confirmation and will include the number of tyres for collection from each site.

The Contractor shall be available to collect at least 5 days per week (except bank holidays). Collection should be completed by 4pm on Friday of the week following notification as illustrated in the table below.

The contractor must notify Thalia by email no later than 12 noon on the day before collections of the day and approximate times that they aim to visit each site and the numbers of tyres to be collected. Collection times shall be agreed by Thalia and be within normal facility opening.

Collections will only be requested from transfer stations and HRC’s when justified by numbers to collect. This means that collections will not be required from all sites on each occasion or at a set frequency.

The contractor will only be required to collect the notified number of tyres for each site, however, additional tyres should be removed if vehicle capacity permits.

Where District and city councils require clearance of tyres directly from large fly-tips within their area, the Contractor shall clear tyres by the end of the week following the request, as for collection timescales from transfer stations and HRCs. Separate weighbridge tickets shall be obtained by the Contractor from the recycling/treatment site where not combined with collections from HRCs or WTS and Copies should be provided to evidence invoiced amounts. District/city councils are not obligated to use this element of the service and would on most occasions convey collected tyres to the nearest transfer station.

Should an agreed collection fail to occur, the contractor must agree a time with Thalia for removal within the next 48 hours. This will be at no extra cost to the Council.

**Contract management & reporting**

Accurate records shall be kept by the Contractor to include the number by type of tyres removed from each site with date and time of collection. This information should be supplied to CCC electronically to support monthly invoices.

Dockets shall be in a two-part carbonated form with one copy retained by HRC or WTS staff and the other by the Contractor. All dockets shall be signed by both the HRC or WTS staff and the Contractor. The Authority will not pay for tyre collection and recycling where a ticket is not signed by both parties.

Weighbridge tickets shall be kept by the Contractor for tyres accepted at the recycling/treatment site.

The Contractor shall keep all weighbridge tickets and docket copies for the period of the contract, which must be provided to the Authority upon request for audit checks or as support for a payment.

Three (3) months after commencement the Contractor shall meet with the Authority to review contract performance, including feedback from Thalia, district and city councils. Further performance reviews will occur every 12 months for the duration of the contract with additional scheduled if deemed necessary by the Authority. There shall be no cost to the Council for these meetings, which may occur at sites within the County, at the contractor’s premises or online at the contract manager’s discretion in agreement with the contractor.

**Decleration**

I confirm that the information provided is complete and accurate

(I).

that the pri

ce in Appendix 2 is our best offer

(II).

that no collusion with other organisations has taken place in order to fix the price;

(III).

to be subjected to the terms and conditions set out in Conditio

ns of Contract identified

in Appendix 3

(IV).

that

no works/goods/supplies/services will be delivered or undertaken until both

parties have executed the formal contract documentation as identified herein

and an instruction to proceed has been given by th

e Authority in writing.

**Name of Organisation**

**Position Held and Name**

**Date**