

# Document Name: Project Information – Supply of waste bins

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## 1. Project Detail

<b>Project Name</b>	Supply of Waste Bins
<b>Client</b>	Taunton Town Council
<b>Site Address</b>	TTC Depot, 3&4 Trafalgar House, Cornishway North, Taunton
<b>Project Lead(s)</b>	Paul Grant
<b>Key Contact</b>	Paul Grant, Jack Baldwin
<b>Current Forecast Cost</b>	£37,500 excluding VAT
<b>Site Visits</b>	Existing bins throughout the town are available to view at any time.
<b>Clarification Requests</b>	To be received by Friday 3 January 2025
<b>Clarification Responses</b>	Will be sent by Wednesday 8 January 2025
<b>Tender Deadline</b>	Wednesday 15 January 2025
<b>Tender Opening</b>	Tuesday 21 January 2025
<b>Tender Bid Review &amp; Evaluation</b>	Monday 27 January 2025
<b>Supplier Award &amp; Appointment</b>	Wednesday 29 January 2025
<b>Delivery &amp; Handover</b>	February 2025 (subject to product manufacturing schedule)

Taunton Town Council is pleased to invite tenders for the supply only. 45no. three-chamber, waste bins, specific requirements for which are as follows: -

- Three chamber galvanized steel recycling bins
- Chambers to be 120 to 150 litres each
- Slam lock to each section door

- Powder coated finish in RAL 9005 (black)
- Posting apertures to left, right, front and back
- Punched logo – cans and plastic with recycling swoosh to LH and RH side
- Green backing plate to RAL 6018 (green)
- Punched logo – Litter and dog waste, with trash can logo, to centre front and back
- White backing plate to RAL 9016 (white)
- Bird flaps to all apertures
- Taunton Town Council logo in white to front and back
- Stainless steel stubber plate to top
- Galvanised steel liners with two handles to exterior for LH and RH sections
- Galvanised steel liners with four handles to exterior for centre sections
- Carriage/delivery costs to be included

Taunton Town Council will assume all bids for this contract are able to provide the above-mentioned items to the specification detailed.

The appointed supplier will be required to act in the best interest of Taunton Town Council in the delivery of this project. This document provides information based on what Taunton Town Council currently believes the project requirements are. Whilst this information has been prepared in good faith, it may not be comprehensive and therefore Taunton Town Council reserves the right to add or remove elements of the specification.

The contact person for this procurement exercise is Paul Grant, available at [ops@taunton-tc.gov.uk](mailto:ops@taunton-tc.gov.uk). Only questions submitted to this email, by the agreed date, will be answered. Please refer to the Procurement Timeline.

## **2. The Procurement Process**

This is a procurement exercise conducted in accordance with procedure commonly used in public sector procurement exercises. Please refer to the submission information laid out in the Invitation to Tender document.

- The required documents are laid out in the invitation to tender, along with information on what the submission procedure is. We strongly advise you refer to this document and use it as a checklist when submitting your tender documentation.
- Please ensure the requirements of Taunton Town Council are clearly reflected in your tender submission
- There is an opportunity to view existing litter bins within publicly accessible areas of the town at any time.
- Any queries or clarifications should also be directed to Paul Grant by 3 January 2025 at 1630hrs. Responses will be provided by 8 January 2025 at 1630hrs.
- Ensure all documents are correct and have included all costs which may be incurred in the delivery of the services.
- Applicants should be prepared to destroy or return all documentation related to the tender process if directed to do so by Taunton Town Council

Taunton Town Council reserves the right not to contract or only part contract with any applicant, even if all requirements are met. Taunton Town Council is not responsible for any costs incurred by the bidder in responding to this invitation to tender. This procurement exercise is being conducted under the Financial Regulations and Internal Financial Controls.

### **Terms of submission**

Any organisation submitting a tender will be deemed to comply with the terms stated in the tender documentation unless the applicant states otherwise in writing.

### **Confidentiality**

All bidders are expected to keep any information made available to them by Taunton Town Council strictly confidential. The bidders shall not disclose, or allow the disclosure, of any information. This includes information that may be discussed during site visits or in responses to queries raised.

Bidders are expected to only contact the named project officer from Taunton Town Council regarding this tender process and project.

## **Bribery**

Bribery means any offence under the Bribery Act 2010. It includes offering, promising or giving a bribe or requesting, agreeing to receive or receiving a bribe.

Taunton Town Council will not tolerate any actions that directly or indirectly involve bribery. Respondents must not offer or give consideration to any employee or representative of Taunton Town Council a reward for doing, or refraining from doing, any act in relation to obtaining this contract.

Canvassing any Member, Employee or committee either directly or indirectly will disqualify the candidate from consideration.

## **Collusive Bidding**

Collusive bidding is not accepted by Taunton Town Council. Any submission that is found to be circumventing the rules or the law during this tender process will be disqualified. This applies to, but is not limited to the following:

- Fixing or adjusting the cost of the bid in accordance with any agreement with another person
- Communicating to any person other than Taunton Town Council the approximate cost of the proposal (unless such disclosure is made in confidence in order to obtain quotations, for example in preparation for the tender)
- Entering into any arrangement with any other person that involves one party refraining from bidding

## **Relationships with Councillors or Employees at the Council**

If a candidate for tender is, to their knowledge, related to any Councillor or Employee at Taunton Town Council, they must disclose this information in writing to the Clerk. Candidates that fail to do so will not be put forward for consideration.

### **3. Submitting a Bid**

Full information on how to submit a bid can be found in the Invitation to Tender Document. We advise these guidelines are carefully followed as any omissions or late submissions will result in the bid not being considered.

#### **Pricing**

Pricing should be detailed in the Tender Form. Where possible, Taunton Town Council would like to see the total cost and the cost broken down to show the cost for various aspects of the work.

### **4. Assessing Bids**

Once the submission deadline has passed, all submitted bids will be reviewed at the same time on the agreed date by the Town Clerk or nominated Officer in the presence of at least one designated member of the Senior Management Team.

The bids will then be scored based on the below detailed criteria, with the contract being awarded to the highest scoring bid.

Taunton Town Council will make an award based on the information supplied in the tender submission alone.

#### **Evaluating Bids**

Taunton Town Council are responsible for obtaining value for money at all times. As far as reasonably possible and practicable, the best available terms will be sought.

Bids will be scored based on the following weighting: Price 60% and quality 40%. The total number of marks available is 100. The weighted scores in each criterion will be combined to arrive at the total score. Clarifications may be sought in writing and scores may subsequently be adjusted accordingly.

Proposals that are unrealistically low or not reasonably suitable (in the opinion of Taunton Town Council) may be rejected.

The bid with the highest score will be put forward as the recommended option to the Clerk, who has delegated powers to engage the supplier.

If there are two or more suppliers with the joint highest score, the joint highest scorers will be put forward to the Clerk and references may be sought to aid final decision making.

### **Assessing Price**

The lowest cost will be awarded the maximum 60% of evaluation marks. All other bids will be evaluated by dividing the lowest cost by the bidder comparison cost and multiplying the proportion by 60% to give the bid their percentage of the total evaluation marks available.

A worked example can be found below:

Bid A is £300 so automatically gets 60 marks.

Bid B is £500 so gets 36 marks.

(The lowest cost divided by the comparison cost multiplied by 60 equals their percentage of the total evaluation marks available.  $300/500 \times 60 = 36$ )

### **Assessing Quality**

Quality accounts for 40% of the score with the breakdown. 40% will be awarded based on product specification details about each product. These scores can be revised based on any written clarifications. Bidders' provision of their product specifications will be scored out of a possible maximum of 40 marks.

<b>Criteria</b>	<b>Marks Available</b>
Answer fully meets the required standard	40
Answer partially meets the required standard in one area, but fully meets the required standard in other areas	32
Answer partially meets the required standard across multiple, but not all, areas	24
Answer significantly falls short of the required standard and contains multiple shortcomings across all areas	16
Answer fails to meet required standard in all areas	8
No answer provided	0

## **5. Awarding the Contract**

The successful bidder will be informed via email. Once a contract has been awarded, the outcome of the tender process will be displayed on the Contract Finder website, as well as the Taunton Town Council website.

### **Payment Terms**

The contract will be entered into on the basis of the total tender package inclusive of VAT. Payments will be made within 30 days of receiving the invoice. The contract for goods is expected to commence on or near to 29 January 2025, with the exact delivery dates to be agreed between the successful applicant and Taunton Town Council upon award.