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|  | **Green garden waste recycling** – Specification for services |
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|  | June 2023 |
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# Specification

**Background Information:**

The Council of the Isles of Scilly is inviting bids from an individual or group to deliver green garden organic waste EWC 02 03 01 (hereafter referred to as Green Garden Waste) recycling services, for a period of 3 years commencing on 29th August 2023 to 28th August 2026.

The Council accepts household and commercial Green Garden Waste at Porthmellon Waste Management Site (PWMS). The facility is not permitted to process this Green Garden Waste on site and therefore an off-site recycling service is required.

The Porthmellon Waste Management Site (PWMS) sends approximately 150t per annum for recycling.

**Contract Requirements:**

The contract provider must:

* Ensure the relevant Environment Agency exemptions are in place for the safe storage and treatment of green garden waste (EWC 02 03 01) on their premises.
* The required exemptions must be in place ready for the commencement of the contract on 29th August 2023.
* Allow for no more than 20 tonnes of green waste to accumulate and remain at PWMS at one time.
* Ensure monthly movements of Green Garden Waste from the PWMS.
* Provide monthly invoices for Green Garden Waste based on tonnages recorded on the PMWS weighbridge.
* Hold an Environment Agency waste Carriers’ Licence (if collecting green waste from PWMS).
* Provide evidence of planning permission and any subsequent conditions from the Local Authority to undertake commercial composting.
* Provide evidence of landowner permissions to undertake commercial composting.

**Bidders should note that:**

* It is likely that there may be an increase in the amount of Green Garden Waste should a lower gate fee be possible as a result of a less expensive and/or on-island contractor, however, this will be in consultation with the chosen contractor and in line with the requirements of the exemption storage limits.
* It is likely that Green Garden Waste quantities would increase if the Council were to commence collections from householders.
* Transfer of Green Waste to a licensed site will be the responsibility of the Local Authority. However, as part of this tender, contractors have the opportunity to offer a price for a collection and transfer service from PMWS site. A methodology for the offered collection service, including how waste carriage license requirements will be met, should be included with the tender submission.
* Once Green Garden Waste has been accepted by the contractor, the ownership of the waste and any by-product is transferred to the contractor and Waste Transfer Notes will be issued.
* Communications on the sale of the by-product will reference the Council of the Isles of Scilly.
* Should the contractor have any quality requirements of the Green Waste as presented by the Local Authority, this should be outlined in detail in the methodology. The Local Authority will seek to minimise the disposal of green garden waste via the residual waste disposal contract. (This is costly and will have a negative impact on local recycling rates).
* Should the contractor be able to accept other organic waste fractions (e.g. Food Waste) this should be detailed.
* The Council cannot provide any shredding, treatment or processing equipment, this must be provided by the contractor for use on their own site.
* Full details of the contractual requirements are enclosed within the specification document in the “Supplementary Documents” file accompanying this Request for Quotation form. Contractors are also directed to the “Contracts” file and should consider the contents of the Award Letter and its annexes. Contractors should also read the Terms and Conditions document included with this form as this sets out the procedural rules relating to this Request for Quotation.

# 3. Variations from the Specification (Variant Bids)

**The Council 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.**