

Request for quotation

Request for Quotation

RFQ113

Waste Disposal

Issued 05/07/2019

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CONFIDENTIALITY STATEMENT

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Thank you for your consideration, City College Plymouth.

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OPEN PROCEDURE

The College fully adheres to the requirements of the Public Contracts Regulations 2015, including for opportunities which are under threshold amounts.

Any Contractor who directly or indirectly canvasses any Member or Officer of the Institution, or advisor concerning the award of the contract for the provision of the services, or who directly or indirectly obtains or attempts to obtain information from any such member or Officer concerning any Tender or proposed Tender for the service will be disqualified from having his/her Tender considered.

SUBMISSION DETAILS

SUBMISSION DEADLINES

All submissions for responding to this Request for Quote must be submitted via email as stated below, no later than:

Friday 19th July 2019

12:00 Noon

Any submissions received after this date will not be considered.

SUBMISSION DELIVERY ADDRESS

All submissions should be submitted electronically as below

SUBMISSION QUESTIONS AND CLARIFICATIONS

You may contact the following person if you have any questions or require clarification on any topics covered in this Request for Quotation: Friday 12th July 2019.

Carol Williams

Procurement Officer

Phone: 01752 856 809

Email: tenders@cityplym.ac.uk

All correspondence during the Tender should be channeled via the Procurement Officer using the above details only. Bidders found to have gained an unfair advantage shall be disqualified from the current opportunity and future opportunities with the College for a minimum of four (4) years.

ELECTRONIC SUBMISSIONS

Electronic submissions in response to this Request for Quotation will be accepted as long as they meet the following criteria:

Sent via email to: tenders@cityplym.ac.uk

Document standards:

- Text must be in Microsoft Word format;
- Price tables must be in Microsoft Excel format (using pricing schedule in Appendix A);
- Supportive evidence may additionally be submitted in PDF format;
- Images, Designs, and other supporting evidence may be in either JPEG or PDF format
- Completed Appendix C Suitability Assessment & Selection Questionnaire (Including Mandatory & Discretionary Exclusions) Parts 1, 2 and 3. - *Please note this suitability assessment will not be viewed unless you are the winning tenderer. Failure at this stage may prevent the contract from being awarded.*
- Signed Agreement Acceptance and Declaration.

Please note that the College is able to accept submissions sent in a compressed or ".zip" file format, so long as the files contained meet the standards described above.

WARRANTY:

By submitting your tender bid, you are warranting to the College that you have not breached our canvassing or soliciting clause.

If any successful tenderer awarded a contract is found to have provided an inaccurate warranty, then the College reserves the right to terminate the awarded contract with immediate effect and re-tender the contract from which the successful tenderer will be excluded from re-bidding and shall be disqualified from any future opportunities for a period of four years.

INTRODUCTION AND EXECUTIVE SUMMARY

Following the natural conclusion of the existing contract which was put in place 31 July 2016, City College Plymouth is seeking to contract with a single supplier for the provision of a comprehensive waste-stream disposal service across its two Plymouth sites: Kings Road and Piquet Barracks. The purpose of this request is to establish an exclusive Three (3) Year contract, with an opt-out clause at 12 and 24 months with one month's prior written notice.

The anticipated value of the supply contract will exceed £25,000. Therefore, as per the Public contracts Regulations 2015 the opportunity will be advertised on the government portal 'Contracts Finder'.

BUSINESS OVERVIEW & BACKGROUND

The College operates on two sites within the city, serving 12,533 students and employing over 500 staff. The College operates year round, with opening times from 0800-2100 on some days.

OUR VISION ... IS WHERE OUR FUTURE LIES

We are a College with a national reputation for promoting enterprise, employability and science, technology, engineering and mathematics (STEM).

OUR MISSION ... IS WHAT WE FOCUS ON EACH AND EVERY DAY

To be the South West's leading provider of innovative, technical, professional education and training by supporting partnerships for growth, raising aspirations and fostering wealth creation

BACKGROUND

City College Plymouth is one of the largest providers of innovative, technical and professional, education in the South West with a national reputation for promoting enterprise, employability and science, technology, engineering and mathematics (STEM). The College plays a central role in the educational, cultural and economic life of the region and works with strategic partners to facilitate growth, raise aspirations and foster wealth creation.

The College was awarded the Teaching Excellence Framework Gold award for its university-level provision and its most recent Ofsted inspection confirmed that the College continues to be 'Good' with outstanding features. The College was rated first in the South West and second nationally for student satisfaction in the latest FE Choices student satisfaction survey.

City College supports the region's employers with their award-winning Apprenticeship provision, as well as providing a range of courses and bespoke training programmes which enable employees to upskill or retrain to better support their business' requirements. Their successful partnership working with the local business community resulted in a 99.5% satisfaction rate in the Government's national 'FE Choices employer satisfaction survey 2016 to 2017' - placing them first in the country for general further education colleges.

City College Plymouth offers a wide range of academic and vocational courses in a variety of subjects. The total number of students supported by the College is 12,533 – comprising of: 3,569 full-time students, including 765 higher education students and 179 non EU students; 8,964 part-time students; and 1,599 apprentices. The College also employs over 500 staff.

DETAILED REQUIREMENT

The estimated total contract value is approximately £110,000.

The data in Appendix A is a breakdown of the College's requirements. It is expected that all bidders will provide prices for the items stipulated, or where an exact match is not available, a substitute that is as close as practicably possible. The data provided in Appendix A **should not** be considered a commitment to purchase, services will only be ordered on an arranged basis, however the successful supplier will benefit exclusively from the College's annual spend. City College Plymouth reserves the right to omit any item listed in Appendix A. The contractor should make due allowance in their pricing so that if any such item or items are omitted the prices for the remaining items shall stand for the period of the contract.

Bidders are invited to indicate any waste types which may incur an additional charge due to contamination. Each final disposal site address is also requested. The College will look to reduce the waste-miles of all waste disposals and as such local disposal will be an advantage.

The College is committed to working towards sustainability and currently recycles 74% of waste. Following an annual waste audit it is estimated that the College could potentially recycle a further 70% of waste which is currently being sent to 'Energy from Waste'. The College Recycling Target is therefore 92%. Bidders are invited to detail how they would assist the college in meeting or exceeding this target. The College recycle (or send for reuse) many other materials (often free of charge) please list the full range of waste management services your company offers and highlight any money saving opportunities the College could benefit from.

The College expects to have a named contact within the company who would act as the account manager, and any issues to be resolved within 5 working days.

It is expected that when an 'on demand' service is required, that this should be carried out within 24 hours, and within a maximum of 3 working days.

A Waste Carriers Licence is required.

A site visit is essential and can be booked by contacting Alison Hicks, Premises Manager on 01752 305302. Slots available are:-

- 10am Thursday 18th July
- 2pm Thursday 18th July
- 10am Friday 19th July

It is expected that the three top bidders will be invited to attend the College to outline their proposals in more detail and answer questions from panel members which will include the Premises Manager. These presentations are expected to be held on Friday 26th July 2019.

The Facilities required include:

- 35 yard roro x 1 – general waste – on demand
- 35 yard roro x 1 – card – on demand
- 240 litre wheelie bin x 6 – food waste - weekly
- 1100 litre wheelie bin x 3 – mixed recycling & plastic - weekly
- 14 yard skip x 1 – mixed recycling & plastic - weekly
- 8 yard closed skip x 2 – wood – on demand
- 6 yard open skip x 1 – brick & rubble – on demand
- 14 yard closed skip x 1 – wood – on demand
- 1100 litre wheelie bin x 2 – general waste - weekly
- 1100 litre wheelie bin x 1 – card - fortnightly
- 8 yard closed skip x 1 – plasterboard – on demand
- 360 litre wheelie bin x 2 – mixed glass – weekly
- Bags – as needed – animal waste collection from dog bin already installed by the College – monthly
- 240 litre bin x 1 – general waste – weekly

At present the College separates out waste at source. All confidential waste is shredded through the College's own shredding machine. The College is exploring the possibility of off-site segregation. Can you please share your views and outline how you think this would work on our site. Would you also please provide potential costings for this service.

TIMESCALES

Action	Date
Tender Issued	05/07/2019
Deadline for Queries	12/07/2019
Site visits	18/07/2019 & 19/07/2019
Tender Response Date	19/07/2019
Shortlisting of tenders	23/07/2019
Presentations	26/07/2019

Award Date	29/07/2019
Implementation Date	01/08/2019

WRITTEN SUBMISSION

You should submit a written document which details your company offer with particular interest to the following areas. This submitted document will be scored as per the table on page 11.

- Price including any contamination charges and how you would manage the return of revenue from cardboard recycling
- Response times, ad hoc and on demand – maximum 3 days and whether there is an option for Saturday and Sunday services
- Receipt of waste transfer notes
- Reporting – annual waste reports, monthly tonnage reports and percentage recycling rates
- Local depot and waste disposal sites
- Payment arrangements, preferably consolidated monthly invoicing
- Named account manager
- How you would implement the handover process
- Sustainability, the Environment and Corporate Social Responsibility including Modern Slavery. Please also indicate memberships and licences held such as waste carrier licence.
- Promotion and education, including advice on position of recycling bins, materials for teachers and potential partnering arrangements with regard to student work experience, apprenticeships and working partnerships

It is essential that you hold an appropriate Waste Carriers licence. Failure to confirm and provide your reference number in your submission will result in your tender being disqualified and your removal from the remainder of the process.

Your response should make clear any options for off-site segregation and the costs of such a service.

PRICING

Bidders should provide their pricing for each of the key products in Appendix A, quoting where possible a range of price breaks. Pricing should also be provided for your full range of items.

Prices should be firm and valid for at least the initial contract period (12 months) and not subject to increase or escalation of any kind throughout the contract.

TERMS AND CONDITIONS

The College's normal business terms are 1-2 months from the date of invoice. Payment will become due subject to the above upon the College's full acceptance of the goods/services. This Request for Quotation and any resulting purchase order will be subject to the College's General Terms and Conditions of Purchase of Goods/Services – see Appendix B.

The College reserves the right to request a formal contract for all contracts over 1 year duration in supplement to the terms and conditions and contract acceptance documents.

VALIDITY

Bidder's offers should be open and valid for acceptance for a period of no less than ninety [90] days from the date of submission.

SELECTION CRITERIA

The successful supplier will have provided the Most Economically Advantageous Tender (MEAT) to the college. It should be noted that the bidder with the lowest submitted prices will not necessarily be down-selected. All bidders will be notified via email of the results of the outcome no later than 90 days from the date of submission. The date of contract award will be provided within that email.

The marking criteria follows:

Category	Weight
Price	50%
Response time ad hoc and on demand	10%
Reporting – annual waste reporting etc	10%
Local depots and waste disposal points	10%
Payment Arrangement	8%

Named Account Manager	5%
Handover Implementation	3%
Sustainability, the Environment and Social Responsibility	2%
Promotion and education	2%
Pass / Fail Criteria	
Waste Carriers Licence	Pass/ Fail

Please see table below for more details on the scoring method.

AWARD PRICE

Lowest quote price divided by quote price multiplied by 100

WRITTEN SUBMISSION

Assessment	Score	Interpretation
Excellent	4	<i>Comprehensive response supported by examples Description fully supported by details that demonstrate the applicant's ability to provide the required services.</i>
Good	3	<i>Broad response supported by relevant examples. Description well supported by details that demonstrate the applicant's ability to provide the required services.</i>
Satisfactory	2	<i>Reasonable response supported by some evidence. Description adequately supported by details that demonstrate the applicant's ability to provide the required services.</i>

Poor	1	<i>Limited response not well supported by evidence.</i> <i>Description inadequately supported by details that demonstrate the applicant's ability to provide the required services.</i>
Unacceptable	0	<i>No response or insufficient information provided.</i>

ASSESSMENT OF QUOTATIONS

Bidders must ensure that their quotation fully addresses all information requested within this RFQ document. Bidders must ensure that any quotation fully meets the specification required. The College reserves the right to discount any quotation which does not fully meet the specification.

The College reserves the right to seek clarification with bidders upon receipt of quotations.

FREEDOM OF INFORMATION ACT 2000

Under the Freedom of Information Act 2000 the College cannot guarantee that information provided by bidders during the course of this RFQ procedure or any resulting contract will be held a confidential. The College will not routinely release information to interested parties unless required to do so in order to meet our statutory obligations.

GENERAL DATA PROTECTION REGULATION (GDPR) 2018

All bidders must comply with the General Data Protection Regulation (GDPR) 2018 in respect of using and processing personal information. Bidders must have in place technical and organisational safeguards to protect personal data from unauthorised use, disclosure or loss.

The College reserves the right to request a copy of your privacy statement if you are the successful bidder.

AGREEMENT CONDITIONS ACCEPTANCE AND DECLARATION

Bidders are required to sign and return the attached Agreement Conditions Acceptance and Declaration. Appendix D

SUPPORTING DOCUMENTATION

Appendix A: Pricing Schedule

Appendix B: City College Plymouth Standard Terms & Conditions

Appendix C: Suitability Assessment & Selection Questionnaire

Appendix D: Agreement Conditions Acceptance and Declaration