

HENLEY-ON-THAMES TOWN COUNCIL



INVITATION TO TENDER

WASTE COLLECTION

DECEMBER 2021

INVITATION TO TENDER

WASTE COLLECTION CONTRACT
HENLEY-ON-THAMES TOWN COUNCIL

SECTION 1 - SUMMARY

1.1 Introduction

1.1.1 You are invited to submit a quote for the supply and servicing of a compactor container for the Parks Department of Henley Town Council, based at 357 Reading Road, Henley-on-Thames, RG9 4HA.

1.2 Background information

1.2.1 The Parks Department is responsible for disposing of the waste from the Council's parks, open spaces, and buildings, as well as generating waste from its own operations. The waste is currently disposed of using a 13-yard compactor container, which is emptied weekly. The total waste produced is currently estimated in the region of 69 tonnes per year, with seasonal variation, i.e. increased use of the parks in summer generating more litter.

1.2.2 In addition to the compactor, the Council also has two 1100 litre bins for recycling, which are collected fortnightly.

1.2.3 Our parks and open spaces include popular visitor attractions, and it is anticipated that their use will increase, and therefore the amount of waste generated will increase as well.

1.3 Scope of service

1.3.1 The service will consist of:

- Supply of a compactor container – with size to be determined in conversation with the Council, depending on frequency of collection, capacity, and space available.
- Exchange of the compactor – this could be on a weekly, bi-weekly or potentially on an on-demand basis.
- Supply and emptying of 2 x 1100 litre recycling bins on a fortnightly basis.
- Prices fixed with costings for both three and five-year contracts.
- Ad hoc supply of bins for events such as our Christmas Festival.

1.4 Anticipated value

1.4.1 The anticipated value of the contract, based on current volumes, is between £15,000 to £25,000 per year.

SECTION 2 – TENDER PROCESS

2.1 General requirements

2.1.1 Quotations must be submitted in accordance with the following instructions and conditions. Any bidders that do not comply with these instructions or conditions may have their quote rejected.

2.2 Timetable

2.2.1 The procurement process is intended to follow the timetable below:

1	Invitation to tender issued	Monday 6 th December 2021
2	Deadline for responses	Monday 3rd January 2022
3	Evaluation	Tues 4 th to Wed 5 th January 2022
4	Contract award	Tuesday 11 th January 2022
5	Contract start date	July 2022

2.2.2 Please note that the Council reserves the right to amend steps 3 onwards of the timetable, and they are provided for indicative purposes only. The Council also reserves the right to not award the contract or amend the specifications and conditions.

2.2.3 Throughout the evaluation process, the Council reserves the right to seek clarifications from bidders, where this is considered necessary to achieve a complete understanding of the bids received. In any event, should the Council, in its reasonable judgement, identify a fundamental failing or weakness in a quotation submitted then that quotation may, regardless of its other merits, be excluded from further consideration.

2.3 Submission of quotation

2.3.1 **The deadline for receipt of quotations is 5pm on Monday 3rd January 2022.**

2.3.2 Submissions of your tender and any queries relating to your tender should be sent to the Town Clerk, Sheridan Jacklin-Edward, at clerk@henleytowncouncil.gov.uk.

2.3.3 All questions and responses which are considered by the Council to be of a substantive nature will be distributed to all potential bidders prior to the quotation return date.

2.3.4 The Council does not bind itself to accept the lowest or any quotation.

2.3.5 Ensure that any other information that has been requested to support your tender has been included.

2.3.6 Your tender must remain open for acceptance for a minimum of 30 days. Please note that the contract start date is anticipated to be July 2022.

2.4 Tender Evaluation Criteria

2.4.1 Your tender will be evaluated against three criteria – price, level of service, and the environmental profile of your company.

2.4.2 **Price.** Your tender should include the following information:

- Price for two 1100 litre recycling bins emptied fortnightly
- Options for different size compactors, if possible, should be included
- Options should also be included based on both 3 and 5-year contracts
- Options should be included for on-demand or weekly / bi-weekly exchanges
- Daily or weekly rental charge for the compactor
- Cost per exchange
- The weight allowance, and cost per tonne for excess weight
- Any other costs – e.g. waste transfer notes, aborted collections

2.4.3 **Level of service.** Your tender should include the following information:

- Notice period required to arrange on-demand collections
- Notice period required to cancel a regular collection
- Level of customer service, including whether there will be an account manager, and office hours and processes for enquiries and service requests
- Details on any contract termination clause

2.4.4 **Environmental profile.** The Council has declared both a climate and ecological emergency, and as such we are looking to ensure that we and the contractors we work with meet the highest standards of environmental stewardship. We'd therefore like you to include information on the following:

- Any accreditation, such as BS ISO 14001:2015 and BS ISO 50001:2011
- Any environmental policy and strategies
- Any environmental performance data for carbon reduction
- Any information on recycling rates and the destination of recycled material
- Details on the destination of the Council's waste
- Details on vehicle journeys involved throughout the processing of the waste

2.5 Freedom of information

2.5.1 Information in relation to this quotation may be made available on demand in accordance with the requirements of the Freedom of Information Act 2000.

2.5.2 Bidders should state if any of the information supplied by them is confidential or commercially sensitive or should not be disclosed in response to a request for information under the Act. Bidders must provide justifications why they consider the information to be confidential or commercially sensitive and for how long.

2.5.3 Bidders acknowledge that neither an assertion nor the provision of justifications pursuant to the above clause constitutes a guarantee that the information will not be disclosed by the Council, pursuant to a valid request made under the Act.