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| Invitation to Tender |  |

West Bletchley Council (WBC)

**Invitation to Tender Document**

**West Bletchley Dog & Litter Bin Emptying Contract**

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| **Contact for all queries:** [Admin@westbletchleycouncil.gov.uk](mailto:Admin@westbletchleycouncil.gov.uk)  **Tender return email:** [Tenders@westbletchleycouncil.gov.uk](mailto:Tenders@westbletchleycouncil.gov.uk) |

**INTRODUCTION**

**About West Bletchley**

The parish of West Bletchley is situated in the south-west of the borough of Milton Keynes. Our aim is to provide democratic representation on behalf of the residents of West Bletchley and to deliver or facilitate delivery of projects and/or services that make a positive difference to the community.

West Bletchley Council has recently declared a climate emergency and is looking to become carbon neutral by 2030. The council welcomes proposals that will assist it in achieving this objective.

**Scope of Tender**

West Bletchley Council (the “Council”) is Tendering in relation to the contract emptying of dog and litter bins for 3 years within West Bletchley:

* 93 litter bins
* 76 dog bins

The overall budget for this Tender is **£81,000 (£27,000 per annum)**.

**Minimum Criteria/Technical Ability:**

Tenderers must satisfy the following minimum requirements:

Provide all required documentation including:

* **Relevant Insurance Documents**
* **Health & Safety accreditations**
* **Relevant waste carrier licences**

**Confirmation that the contractor undertakes the emptying of dog waste bins and litter bins.**

**Confirmation that all litter and dog waste will be removed and disposed of in accordance with health and safety guidance.**

**Confirmation Relevant Waste Transfer Notices will be obtained.**

**Financial Assessment (winning bidder only).**

These will be evaluated as a pass or fail. Companies who fail these requirements will have their Tender rejected and not scored.

This Tender is for a three year contract of emptying 76 dog and 93 litter bins throughout the parish of West Bletchley.

The Council will only undertake the financial appraisal on the winning bidder to assess its financial standing. Prior to formally awarding the contract the Council will ask the chosen bidder to provide their last 3 years of accounts (audited accounts if a large company).

**INSTRUCTION TO TENDERERS**

1. **Confidentiality**

Tenderers shall treat the details of their Tenders and any subsequent Contracts and associated documentation as private and confidential.

1. **Basis of Proposals**

The Contract shall be awarded on the basis of which Tender is most effective and economically advantageous to the Council taking into account the Tender Documents and Returns Schedules.

1. **Project Timescale**

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| Phase | Date |
| Tender issue | 12th January 2022 |
| Deadline for Tender returns | 28th January 2022 |
| Award of contract | February 2022 |
| Commencement of Contract | 1st March 2022 |
| End of Contract | 28th February 2025 |

1. **Sustainable Development, Environmental Management and Biodiversity**

The Council is committed to the principles of Sustainable Development, Environmental Management and protection of biodiversity. All Tenderers should be aware of the Council’s Sustainable Environment Policy and agree to abide within its principles. Tenders must follow and adhere to any Environmental Management procedures concerning the provision of goods and services to the Council. The Council is committed to furthering the conservation of biodiversity and requires Tenders to be mindful of this and where appropriate ensure that goods and services do not adversely affect local or global biodiversity.

1. **Tendering Procedure**
   1. The Tenderer shall complete and return all sections of the Returns Schedules.
   2. Failure to complete and return any part or section of the Return Schedules may cause the Tender to be rejected. All responses shall be written in the English Language and all prices shall be stated in Pounds Sterling.
   3. The Form of Tender must be signed by the Tenderer and where the Tenderer is a Company the Tender must be signed by two Directors or by one Director and the Company Secretary such persons being duly authorised for that purpose. Where the Tenderer is a Partnership the Form of Tender must be signed by the duly authorised parties.
   4. **Invitation To Tender (ITT)**
      1. The ITT Information & Instructions Tender comprises the following:

* Introduction
* Instruction to Tenderers.
  + 1. The ITT Tender Information Documents comprises the following:
       1. Schedule One – Summary of Services
       2. Schedule Two - Specimen Form of Agreement
       3. Schedule Three - Terms and Conditions of Contract
    2. The Returns Schedules comprise the following:
       1. Schedule Four – Supplier Identity and contact information
       2. Schedule Five - Form of Tender
       3. Schedule Six – Response to Evaluation Criteria and Pricing Schedule
       4. Schedule Seven - Non-collusive tendering certificate
       5. Schedule Eight - Contractors Terms & Conditions Agreement Form
       6. Schedule Nine - Insurance Documents
  1. All the Tender Documents and correspondence must be submitted via the Council’s email: [**Tenders@westbletchleycouncil.gov.uk**](mailto:Tenders@westbletchleycouncil.gov.uk)**,** labelled **West Bletchley Dog & Litter Bin Tender** in the subject line.

Please submit your completed Tender document no later than **4pm on 28th January 2022**. Any Tender submitted manually will not be accepted.

* 1. Tenderers shall be deemed to have obtained for themselves all necessary information as to the extent and nature of the services, risks, contingencies and any other circumstances which might reasonably influence or affect the Tenders. The Council does not warrant the accuracy of any representation or statement of fact or law or information or the soundness of any advice made or given to Tenderers by the Council, its servants or agents at any time before the execution of this Contract and the Council shall not be liable to any Tenderer for any loss or damage which the Contractor may sustain as a result of relying on any such representation, statement, information or advice whether in contract, tort, under the Misrepresentation Act 1967 or otherwise, save insofar as the relevant representation, statement, information or advice was made or given fraudulently by the Council, its servants or agents acting in the course of their employment.
  2. No deletion from, addition to, or variation of the Conditions of Contract shall be valid or of any effect unless agreed in writing by both parties. If any unilateral amendment or deletion is made, the Tender may be rejected by the Council.
  3. In the event that Tenderers propose any alteration to any Condition of Contract, the same must be expressly and fully set out within the Tender submission that is made (Schedule Eight). This is on the basis that any such proposed alteration properly falls to be raised and considered as part of the tender process itself in order to ensure fair treatment of all Tenderers.
  4. Tenderers should seek to clarify any points of doubt or difficulty as to the meaning of the Contract Documents or anything to be done under the Contract via the following email: [**admin@westbletchleycouncil.gov.uk**](mailto:admin@westbletchleycouncil.gov.uk).
  5. The deadline for asking Clarification questions is **21st January 2022**. After this time questions will not be responded to.
  6. The Tenderer must ensure the Tender is valid for acceptance for a period of two months from the Tender Return Date.

**5.13 Further information and enquiries:**

The Bidder may write to the Council requesting any information or raising any query in connection with the Quotation Documents. Any such communication must be in writing via email: [**admin@westbletchleycouncil.gov.uk**](mailto:admin@westbletchleycouncil.gov.uk). Where appropriate, any such questions will be circulated to all other potential suppliers. The Council reserves the right to seek clarification of any matters arising from the Bidders submission. The Council reserves the right to make amendments to the text of the Quotation Documents during the quoting process and notify Bidders of any such amendments.

1. **Forms of Insurance**

All Tenderers are required to submit copies of their insurance documents or fill out the Insurance Forms in Schedule Nine of the return schedules. The insurance requirements in respect of this contract will be:

* 1. A minimum Public Liability insurance of £5,000,000
  2. A minimum Employer’s Liability insurance of £10,000,000

**7. Award Criteria and Evaluation Criteria**

Any contract(s) awarded as a result of this procurement will be awarded on the basis of the offer that is the most economically advantageous to the Council.

The Award Criteria are:

* 60% Cost.
* 40% Quality.

Scores are arrived at following the application of the Evaluation Criteria set out below, to the Tenderer's Tender.

All Tenderers shall provide information, which demonstrates their understanding of, and ability to meet the specification.

To ensure that Tenders are evaluated on a consistent basis it is essential that responses are made to all the requirements listed in the evaluation criteria within this document and are clearly referenced to specific evaluation criteria.

Unclear Tenders may be discounted in evaluation and may, at the Council's discretion, be taken as a rejection by the Tenderer of the terms set out in this ITT. The Council reserves the rights to seek clarification.

The Tender evaluation model showing the evaluation criteria and the maximum scores attributable to them is set out below.

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| **Criteria** | **Weighting** | **Tender Submission Documents used to Assess Criterion** |
| Quality | 40% | Supplier Technical Submission |
| Price | 60% | Pricing Document completed and submitted by the supplier to include payment terms. |
| **Total** | **100%** |  |

**7.1 Quality Questions** – **40%**

The technical evaluation of bids will utilise the award criteria and weightings as demonstrated below in response to the questions as posed.

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| **Minimum Criteria / Technical Ability** | | **Pass/Fail** |
| **1** | Provide relevant Health & Safety accreditations and relevant waste carrier licences |  |
| **2** | Provide a statement confirming that all dog bins will be emptied twice a week and litter bins once a week. |  |
|  | **Overall Quality Criteria** | **%** |
| 1. **Relevant Experience** | Please provide details of a minimum of three similar projects which you have carried out for local authority clients. For each project please state:   1. Name and address of the project, 2. Name, address, telephone number and email address of the client officer or principal contact, 3. Description of the scope of services provided, 4. Approximate value of the contract. | **888 6**50%**808** |
| 1. **Knowledge of Local Area** | Provide a statement confirming knowledge of the West Bletchley Area. Please provide details of site visits undertaken of the area. | 20% |
| 1. **Health & Safety** | Provide a statement detailing your health & safety practices relevant to the contract.  Please include confirmation that:  All dog waste and litter is disposed of in accordance with Health & Safety guidelines. A certificate is held for this purpose and the Council is sent a copy each time this is renewed.  All employees of \*\*\*\*\*\*\*\*\*\*\*have been advised and shown how to carry out the work under the Health & Safety Act.  Each employee is supplied with protective clothing i.e. mask and gloves, equipment, pick up sticks and shovels for the safe handling of dog waste and litter.  Each vehicle carries a first aid kit and sharps bin, water and hand gel for cleansing and antibacterial wipes. | 10%**10%** |
| 1. **Environmental** | Please provide evidence of environmental practices i.e. evidence of sustainability | 10%**10** |
| **Total** |  |  |
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All Tenders will be assessed against the questions above, and the evaluation matrix as included within the tender pack. The evaluation panel will be made up of:

* Clerk - West Bletchley Council
* Deputy Clerk - West Bletchley Council
* Parks & Environment Manager - West Bletchley Council

The following scoring criteria shall be used when evaluating the technical submissions:

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| **Score** | **Definition** |
| **0** | Response does not meet requirements, or no response is provided. |
| **1** | Response partially meets requirements but contains significant weaknesses, issues or omissions which raise serious concerns. |
| **2** | Response meets requirements to a minimum acceptable standard but contains some weaknesses, issues or omissions. |
| **3** | Response generally of a good standard. No significant weaknesses, issues or omissions. |
| **4** | Response meets requirements to a high standard.  Robust and well justified showing full understanding of requirements. |
| **5** | Response meets requirements to a very high standard with clear and credible added value and/or innovation. |

All questions will be scored against the definitions shown in the table above.

Responses may score any whole numbers between 0 and 5.

To ensure the relative importance of the evaluation criteria are correctly reflected in the overall scores, the weighting criteria shown at 7.1 above will be applied. The score for each evaluation sub-criteria will be divided by maximum marks available for the question and multiplied by the sub weighting (%) of the question, to provide a weighted score (%) for that question.

For example, if the sub weighting for the question is 20%, the maximum marks available are 5 and the Tenderer is marked a ‘2’, their weighted score (%) for that question will be:

2/5 X 20 = 8%

A moderation meeting will be held where all scores relating to quality criteria will be moderated accordingly. If the evaluation panel have given a response a different score, the moderator will facilitate discussion to allow an agreed score to be found. The evaluation team will then consider the scores to determine the Most Economically Advantageous Tender

**7.2 PRICE CRITERIA – 60%**

The price evaluation of bids will utilise the award criteria and weighting as demonstrated below.

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| **Criteria** | **Weighting** | **Tender Submission Documents used to Assess Criterion** |
| Total Price | 100% | Supplier Price Submission |
| **Total** | **100%** |  |

Cost payable by the Council will be evaluated in accordance with below. The Tenderer providing the lowest cost to the Council will be awarded maximum points and all other Tenderers will be awarded points on a pro-rata basis as shown in the table by way of an example:

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| **Tenderer** | **Cost to Council (£K)** | **Calculation** | **Points** |
| Tenderer 1 | 105 |  | 60 |
| Tenderer 2 | 110 | 105/110 x 60% | 57.3 |
| Tenderer 3 | 115 | 105/115 x 60% | 54.8 |
| Tenderer 4 | 120 | 105/120 x 60% | 52.5 |