Waste Composition Analysis of Dry Mixed Recycling from flats above commercial premises ("flats above shops")

Tender reference: 23-24/4 Waste Composition Analysis

Date published: Thursday 1st June 2023

Submission date: 5pm Wednesday 14th June 2023

Email correspondence: tenders@relondon.gov.uk

1. Introduction

This document is an invitation to submit a proposal to ReLondon (the trading name of the London Waste and Recycling Board) to undertake waste composition analysis from flats above commercial premises (commonly known as 'flats above shops') for dry mixed recycling, which is presented in a single use plastic sack and residual waste ("rubbish"/ "black bag waste") which is presented in a single use black sack. Both are presented for collection on the pavement, with collections occurring at least weekly.

The delivery partner will undertake two waste composition analyses for residual waste and dry recycling collected from flats above shops in up to three London boroughs. The first composition analysis will be a baseline composition analysis to be undertaken during the first week of October 2023, and the second waste composition approximately 6 months after this. The delivery partner will also analyse the data for both phases and provide the results of the analysis as specified within this tender document.

Section 10 within this tender also provides the opportunity for bidders to provide a price for a third waste composition analysis for residual waste and dry recycling, and a separate price for undertaking waste composition for food waste in addition to the dry recycling and residual waste.

The work will be awarded as a fixed-term project subject to ReLondon's standard terms and conditions (available on request).

2. Background to the requirement

2.1 ReLondon

ReLondon is the operating name of the London Waste and Recycling Board (LWARB) that was established in 2008 under the GLA Act. ReLondon is a partnership of the Mayor of London and the London boroughs to improve waste and resource management and transform the city into a leading low carbon circular economy. Our mission is to revolutionise our relationship with stuff, helping London waste less and reuse, repair, share and recycle more.

More information about ReLondon can be found on our website www.relondon.gov.uk.

2.2 The current project

London has stretching recycling targets. Under the Mayors London Environment Strategy, 50% of household waste by 2030. London's current recycling rate is 32.7%. Furthermore, in 2018, Government published the Resources and Waste strategy (RAWS), which set out the requirement for local authorities to collect a core set of prescribed materials (including food waste) from every household in England.

The challenges faced by authorities and residents, and legislative drivers, require further investigation into how flats above shops could be serviced to meet these targets. This project is intended to complement ReLondon's existing research suite which has focussed on improving recycling for residents living in purpose-built flats and Houses of Multiple Occupancy.

This project aims to address the challenges of waste disposal for residents who live in a flat above a shop ('FLASH') - such as a retail unit, a fast-food outlet / takeaway (hot / cold), dentist, pub, restaurant, cafeteria, or post office, who present their dry recycling and residual waste in a single use plastic sack along designated points along the pavement for collection. These residents might have a time banded collection (whereby residents are required to place their dry recycling out for collection at a specific time and on a specific day), or residents may be required to place their sack out on a weekly basis.

The project focuses on flats above shops located in high streets rather than flats above a single premises on a residential road. The project does not include purpose-built flats or any flats which are allocated with bins – either communal or kerbside.

In October 2022, ReLondon commissioned Revealing Reality, who are an independent social research agency, to undertake ethnographic research with residents living in a flat above a shop to understand the challenges they face to be able to recycle. Based on the recommendations of the report (to be published), ReLondon are looking to collaborate with up to three London boroughs to pilot different interventions aimed at making recycling easier for residents living in FLASH on high streets. By making recycling easier for residents, the project aims to therefore increase the amount residents recycle, and the capture rates of materials.

Different interventions based on the characteristics of the high street will be trialled per borough. The type and location of the pilots have not yet been agreed as there are factors to be considered when designing and deploying pilots schemes that involve siting infrastructure such as pavement width, cycle routes, traffic and road considerations for vehicle stopping, pedestrian crossings etc.

Some pilots may also involve trialling infrastructure to introduce food waste collections, however the focus of the pilots will be around improving participation (and capture rates) for dry recycling.

However, for clarity:

- There are an estimated 15 London boroughs who are potentially eligible for pilots to be undertaken in them, of which up to three will be selected
- These boroughs provide residents with a single use sack for their dry recycling
- This sack is presented on the street for collection either weekly or more frequently at specific collection points

- Pilots aim to be deployed along a single high street (aka representative of a typical busy high street) or nearby streets, rather than at multiple smaller locations across the borough.
- Pilots could involve deploying infrastructure like grit bins along certain points along a high street which residents would place their single use sacks into or providing residents with new single use sacks with different messages and communications on.

The total number of households who will receive an intervention is up to 500 per borough (1,500 maximum total) - however waste composition analysis is **not** required to be undertaken for all households receiving an intervention but samples from households within each of the boroughs where the pilots will be deployed (see section 4.2).

The three London boroughs will be selected by the end of June 2023 and the high streets where pilots will be deployed will be selected mid-July 2023.

The intention is for at least one pilot to be deployed/ 'go live' no later than November 2023.

2.3 Service provision for flats above shops in London

London boroughs generally provide residents in flats above shops a dry recycling service by providing them with single use sacks which are delivered directly to residents either on a roll or a flat pack, or residents are instructed to collect a roll of sacks from a local collection point, such as a library. Residual waste collections are also collected in single use sacks presented on the pavement. The provision of residual waste sacks varies between boroughs - boroughs may deliver sacks to residents on rolls or flat packed as per the method for dry recycling, or residents are asked to provide their own. Residents are requested to place their residual waste and recycling at specific locations along the street, which may be 'time banded' or 'non time banded'. Time banded collections are where residents are requested by the local authority to present their waste on the street on specific days, at a specific time.

A food waste collection service is only currently provided to a FLASH in a limited number of boroughs who are currently trialling this service to a limited number of properties. This service is typically provided via a food waste housing unit presented on street.

The (up to) three boroughs we will select provide residents in flats above shops with a dry recycling collection consisting of:

- Paper, cardboard
- Tins and cans
- Plastic bottles,
- Plastic pots, tubs, and trays,
- Glass

Some boroughs may also include the following additional materials:

- Cartons / 'Tetra Pak'
- Aerosols
- Foil

We are only aware of one borough who provides a dry recycling service to flats above shops as a 'split stream' service with paper/card collected separately from the remaining fractions.

3. The project team

The project is being delivered between ReLondon and up to three London boroughs (TBC). The project delivery team will consist of ReLondon and borough officers, overviewed by a Steering Group comprised of external partners.

4. Project requirements

Waste composition analysis is required for dry recycling and residual waste generated by residents living in a flat above a shop to understand the composition of the dry mixed recycling and residual waste at the start of the project, and six months after interventions have been deployed. The analysis is required to understand whether the pilot schemes have increased the capture rate of target dry recyclable materials as a result of the different interventions which will be deployed across (up to) three London boroughs.

A waste composition analysis for the dry recycling and residual waste is required as follows:

- WCA1: pre intervention – to be completed in October 2023
- WCA2: post intervention - to occur six months after the interventions have been deployed

The project also requires:

- An appropriate methodology for undertaking the composition analysis and subsequent data analysis (including ensuring samples are consistent)
- An appropriate methodology for selecting representative samples
- An appropriate methodology for determining kg/hh

Depending on the timeframes for setting up the projects, pilots could be deployed in either November 2023 or February 2024. WCA2 is intended to occur approximately six months after the pilots have been deployed to understand whether the interventions have increased the capture of dry recyclables. For the avoidance of doubt, WCA1 in October 2023 is intended to occur during the same week across all (up to) three boroughs.

We invite bidders to provide their expertise around the proposed sampling timeframes when submitting their bid and whether the timeframe for WCA2 is appropriate to determine behaviour change attributable to the pilots being deployed, or whether there seasonal variations which may change composition rather than being attributable to the pilots.

ReLondon have commissioned waste composition analysis for projects aimed at improving dry recycling and food waste capture at purpose built flats in 2019 and 2021. We intend for the findings from this waste composition analysis to be cross referenced with other composition data held by ReLondon for kerbside and purpose built flats[1]. As such, close alignment of sampling methodologies/categories is desired (see Appendix 1).

[1] Please note that the comparison work is not part of this tender

ReLondon will work with the selected boroughs to provide a location for the supplier to sort the waste, however at this stage we are unable to confirm the location of the sorting site until the borough(s) have been selected. In the event that boroughs cannot provide a suitable location, the supplier will be required to source a suitable location as well as any marquees or suitable items to support delivering the analysis. We invite the bidder to provide commentary around whether a single sort site is preffered, or a sort site within each borough.

ReLondon[2] will provide the supplier with the list of the addresses, streets and relevant collection information such as:

- The collection day and collection time for dry recycling and residual waste – including whether the collection is time banded, and the details of any time banded restrictions
- The number of properties at each location (as recorded on the Local Land and Property Gazateer)
- Local knowledge of the time residents present sacks (if not time banded)
- Whether the streams are co-collected with any other wastes like commercial waste
- The colour of the sacks residents are provided with for each waste stream
- The colour of the sacks for commercial waste collections (if collected with residential waste)
- The location of the waste presentation points (via a PDF map)

Some of the pilots may involve containerisation of recycling and residual waste in sacks through the use of grit bins or similar. Therefore, ReLondon will work with the borough to provide the location of any containers, and associated keys, for WCA2 to the supplier. Any containers that are deployed will be in the same location (or a very similar location e.g., along the same stretch of pavement) as the original collection locations, as containers will still need to be located within walking distance for the households they will service.

4.2 Sampling considerations

As stated, each pilot aims to target up to 500 households in each borough, however the streets and boroughs where the pilots will be deployed have not yet been confirmed. The project aims to deploy pilots along a single busy high street containing a high density of flats above shops (or streets where flats above shops are close to one another) within each of the three boroughs, rather than deploying interventions at mulitple small parades of shops spanning across the borough(s).

Pilots have not yet been confirmed, however as an example, a pilot in one borough could involve deploying multiple grit bins (which residents to place their single use plastic recycling sacks or residual waste sacks in) along a single high street for a set number of households per grit bin.

Therefore, the households within the pilot sites may not be distributed or representative of LOAC/MOSAIC/ACORN etc. groups. The method to select samples may therefore differ to ‘traditional’ kerbside waste compositon analysis, where waste arisings from streets representative of different LOAC/MOSAIC/ACORN groups would be selected.

[2] ReLondon or the borough directly will provide this information

We invite the supplier to provide their expertise on this point with regards to the quantity of households/number of bags which may need to be sampled to demonstrate whether each pilot has been successful at improving dry recycling capture, and whether the samples collected are representative of other households receiving the same pilot along the same street (or nearby streets). We also invite the supplier to provide their expertise on determining the kg/hh per pilot given bags are presented on street, and ensuring samples do not include commercial waste.

5. Project deliverables

The successful contractor will provide a waste composition analysis for a representative sample of dry mixed recycling and residual waste placed out by FLASH on the pavement:

- A two phase waste composition analysis for pilot sites in (up to) three boroughs
- A risk assessment in advance of any collection and sorting
- Confirmation of all appropriate permits to transport and sort waste
- Attendence at an inception meeting via Teams 3rd July 2pm-5pm
- Sorting to meet the following data classifications (Table 1) (Appendix 1). ReLondon will confirm with the supplier which materials which are 'target' / 'target-contaminated' / 'non-recyclable' for each stream for the purpose of the analysis.
- Due to the changes proposed under the Resource and Waste Strategy, we require the supplier to separate out DRS eligible materials within aluminium and steel cans, and film as per the likely requirement under Consistency.

Table 1: Proposed high level material categories for residual and dry recycling (See Appendix 1 for further details)

Food (in recycling/residual streams)	**Dry materials (in recycling/residual streams):**	
Inedible / unavoidable food	Aluminum drinks cans (DRS)	Plastic pots, tubs and trays
Edible / avoidable packaged food waste	Alumnium non-drinks cans	Plastic bottles (other)
Edible / avoidable food waste	Aluminim foil	Polystyrene / Styrofoam
	Aerosol cans	Garden waste
	Steel drinks cans (DRS)	Cartons / 'Tetra Paks'
	Steel non-drinks cans	Fines
	Other metals (including lids)	Textiles & clothing (including shoes & accessories)
	Card & Paper	Small WEEE & household batteries
	Glass bottles and jars	Hazardous household waste
	Plastic drinks bottles (DRS)	Any other materials
	Plastic drinks bottles (Not DRS)	AHP & clinical waste
	Plastic bottles (other)	

Textiles

- Although this collection is not offered to residents, some residents may place a bag of textiles out for collection alongside their dry recycling or residual waste. If these are presented seperately by the resident, these

would be expected to be collected and be recorded as being seperately presented and categorised as per dry materials.

Small electrical applicances ('WEEE')

- Although this collection is not offered to residents, some residents may place small WEEE like toasters out for collection. If these are presented seperately by the resident, these would be expected to be collected and be recorded as being seperately presented and categorised as per dry materials.

Bulky waste

- The supplier will not be required to collect any bulky waste set out for collection like large flat screen televisions, white goods, mattresses or furniture. However we request that if these are present at the time of collection, the item is recorded seperately to be passed onto a ReLondon officer.

Commercial waste

- The supplier will not be required to collect any waste presented from commercial premises. This will likely be presented in a seperately coloured bag or branded bag with the supplier name however may be presented alongside the household waste.

6. Project outputs

The supplier is expected to provide the following outputs for the project (listed below).

Please note that a comparison of each pilot will be required to determine whether certain pilots are more effective in improving dry recycling capture rates.

- Provide all raw data and data including the calculations from each waste composition analysis in an Excel spreadsheet format.
- Provide a summary report in PowerPoint and present this to the Project Board upon completion of the analysis for WCA1. The purpose of this summary and presentation is to provide an overview of the baseline composition (WCA1) of the dry recycling and residual waste per borough.
- This report should include:
    - A slide briefly detailing the wca sampling and data analysis methodology including the estimated number of households the data represents, and commentary around the statistical robustness of the results
    - Headline results amalgamating the (up to) three boroughs' WCA1 results. One graph should show the total waste composition (residual and recycling combined), a second graph should show the composition of the residual waste only, and the third graph the composition of dry recycling only. Within these three graphs, the proportion of DRS like materials, the proportion of edible and inedible food waste, the proportion of film should

be included. For dry recycling, materials should be labelled with ‘target’ / ‘target-contaminated’ / ‘non-recyclable’ (categories to be provided)
    - A graph showing the proportion of packaging like materials (under Extended Producer Responsbility) within the residual and recycling.
    - A graph showing the breakdown for each borough as per above (total waste, residual, dry recycling)
    - A breakdown per borough of the kg/hh for total waste generated, residual waste and dry recycling. For the residual waste, the kg/hh of ‘recyclable’, ‘non recyclable’, ‘edible food’ and ‘inedible food waste’ waste should be included. For recycling, the kg of materials which are ‘target’ / ‘target-contaminated’ / ‘non-recyclable’ should be included (categories to be provided).
    - Allow for a one and a half hour meeting including time for questions for this first summary of the baseline results. The meeting to be undertaken via Teams (date TBC with the supplier however this will need to be completed by the start of January 2024).
    - Please allow for one round of amendments after the presentation has been completed based on feedback/questions arising from the presentation.

- Provide a final summary report in PowerPoint after the final WCA (WCA2) comparing (per pilot) WCA2 to WCA1:
    - A slide briefly detailing the wca sampling and data anaysis methodolody for both WCA1 and WCA2, and commentary around the statistical robustness of the results
    - Headline results amalgamating the (up to) three boroughs’ WCA2 results. One graph should show the total waste composition (residual and recycling combined), a second graph should show the composition of the residual waste only, and the third graph the composition of dry recycling only. Within these three graphs, the proportion of DRS like materials, the proportion of edible and inedible food waste, the proportion of film should be included. For dry recycling, materials should be labelled with ‘target’ / ‘target-contaminated’ / ‘non-recyclable’ (categories to be provided).

      These graphs should be displayed next to the headline results from WCA1 with commentary showing a comparison of ‘interventions’ and ‘baseline’ (i.e., has undertaking any pilot improved dry recycling capture rates)

    - A breakdown for each borough as per above (total waste, residual, dry recycling) and comparing this to the results from WCA1. Commentary should be provided around changes in the proportion of dry recycling captured, highlighting any significant increases or decreases per material.
    - A breakdown per borough/pilot of the kg/hh for total waste generated, residual waste and dry recycling for WCA2. For the residual waste, the kg/hh of ‘recyclable’, ‘non recyclable’, ‘edible food’ and ‘inedible food waste’ should be included. For recycling, the kg of materials which are ‘target’ / ‘target-contaminated’ / ‘non-recyclable’ should be included (categories to be provided).

These graphs should be displayed next to the equivalent graphs undertaken for WCA1 showing a comparison of the 'interventions' and 'baseline' results. Commentary should be provided noting any changes in kg/hh arisings.
    - A graph per borough/pilot showing the proportion of packaging like materials (under Extended Producer Responsbility) within the residual and recycling for WCA1 and WCA2 plus commentary describing any changes.
    - A graph per borough/pilot showing the proportion DRS-eligible drinks containers within the residual and recycling streams and comparison between WCA1 and WCA2, and commentary describing any changes.
    - A graph per borough/pilot showing the proportion of plastic film within the residual and recycling streams and comparison between WCA1 and WCA2, and commentary describing any changes.
    - Slide/s highlighting which particular pilot increased the capture rate of dry materials against the baseline.
- Present the final results via Teams to the Project Board – using PowerPoint – a one and a half hour presentation detailing the sampling methodology and data analysis methodology, and the final data summary for each intervention. Please allow 45 minutes for questions. Allow for up to two rounds of edits for the final presentation. Please note that this presentation may be recorded via Teams to be viewed by other internal ReLondon colleagues (not for wider distribution). Date tbc but could occur in summer 2024.
- Note all slides should be supplied using ReLondon's corporate templates (provided to the supplier) and branded with the supplier and ReLondon's logos
- Final close down meeting (via Teams) (please allow for one hour). Date tbc but could be in autumn 2024.
- A fortnightly project call via Teams (please allow for 30 minutes per meeting) with the Project Manager (and on occasion the Project manager and boroughs), including taking meeting minutes and sending them to the Project Manager.
- Any other communications as required leading up to and required between project phases
- Please note that ReLondon intend to disseminate the results from this project to wider audiences such as other London boroughs and/or Government and intends to use the PowerPoint slides as provided by the supplier.

7. Your proposal

Please provide a proposal demonstrating how you would achieve the objectives and project deliverables as outlined above. Your response should be no more than 14 sides of A4, and should include:

- Your suggested methodology for the waste composition analysis for sampling dry recycling and residual waste for residents living in a flat above a shop for WCA1 and WCA2 - including how samples will be representive of the proposed pilot areas.

    - Please clearly outline any anticipated operational challenges you forsee with regards to sampling from these property types and potential solutions to these challenges.
    - Please clearly outline any solutions for where commercial waste is presented with residential waste and how you would ensure that samples do not impact the analysis of the residential wastes
    - Please clearly outline any anticipated challenges you forsee relating to the data analysis as outlined in section 6 and any potential solutions to these challenges
    - Please clearly outline the challenges of ensuring samples are representative of the pilot populations and potential solutions to these challenges, or if samples are unable to be representative what implications this has for the analysis (as per section 4.2)
    - Please include whether a central location or multiple sort locations are preffered
    - Please include whether you operate your own sort site and would intend to use this rather than one provided by ReLondon/borough
    - Please include the minimum specific site requirements needed to sort and dispose of the waste, and minimum site requirements for staff (e.g., site sorting size, on-site and overnight parking, and other facilities)
    - Please include the details of any specific equipment that will need to be provided to sort and dispose of the waste (if not providing own sort site) (e.g., marquee size, size and number of tables, the number/size of refuse receptacles needed to dispose of sorted waste, scales (if not providing own)),
    - Please include the details of any specific transport that you will need to be procured to collect the waste from streets and deliver it to the sort site/s (e.g., RCV hire, livery).
    - Please include any inidicative costs for hiring marquees or other items that you may need to procure to undertake the sorting if a covered site is not available
    - Please include any indicative costs for any additional or specialist equipment that may be needed for undertaking the waste collection that may need to be seperately procured
- A cost breakdown showing hours and deliverables (inc. VAT)
    - Note as the number and location of boroughs have not yet been decided at the issue of this tender, please provide your costing as a "cost-per-borough" to undertake WCA1 and WCA2, and include a separate line for the overall cost.
- A project timeline showing your proposed timescales, considering the timings as outlined in Section 7. Please include any commentary on the proposed timeframes as per section 4 including whether these timeframes are suitable to achieve the aims of this research or alternative dates based on your expertise.
- Please also list any previous experiences of delivering projects of a similar nature (either in London or the UK).
- Please ensure proposals refer to how you will ensure the methodology complies with GDPR.

- A copy of your health and safety policies – note although Government no longer require households positive for COVID-19 to test, test kits are still available to purchase from pharmacies and as such residents may still be testing. Policies should include your approach to handling any additional health and safety requirements arising from Covid-19.
- A copy of any licenses to undertake waste composition like waste carriers licenses
- Details of the personel comprising the delivery team including a description of their role and relevant experience to delivering the contract (including short CVs). Note this does not count towards the proposal page limit.
    - Bidders may include other specialists ("Sub-contractors") in their Delivery Teams. However, the supplier will remain entirely responsible for the performance of the service. Such Sub- contractors must act in accordance with the terms and conditions of the contract entered into between LWARB and the supplier.
- If also including an option for a third and/or food waste composition (see section 10), the project proposal limit is expanded to a maximum of 18 A4 pages. Please note that the option will not form part of this evaluation.
- Bids must be submitted by 5pm on Wednesday 14th June with the reference "ReLondon tender: 23/24 – waste composition analysis" to tenders@relondon.gov.uk

8. Timetable

Activity	**To be completed by**
Brief sent out by ReLondon	Thursday 1st June 2023
Deadline for tender clarifications	Wednesday 7th June 2023
Clarification responses back to bidders	Friday 9th June 2023
Proposal submitted to ReLondon	By 5pm Wednesday 14th June 2023
Notification of award	12 noon Friday 30th June 2023
Inception meeting with project board via Teams	2.30pm – 4pm Monday 3rd July 2023
WCA1	w/c 9th October 2024
Presentation of WCA1 results by	January 2024
WCA2	TBC
Presentation of final results by	TBC

9. Budget

An indicative budget for this activity, including all items set out in the project deliverables, is £43,000 including VAT. Please include in your pricing schedule (using the suggested template in Table 2) (note the template is not mandatory):

- The cost per borough
- A breakdown for project management tasks (e.g., meetings via Teams / presentation costs)
- Any associated costs bidders have identified as part of the proposal

Table 2: Bidder pricing schedule template

Role:	Project Director	Project Manager	Senior Consultant	Consultant	Junior Consultant	**Total days**	**Total cost**
Name:	Joe Bloggs	John Smith	Name	Name	Name		
Day rate (incl VAT):							
Task / expense	£850	£720	£650	£520	£420		
Total days							
Total Fees							
				Expenses incl. VAT			**£0**

Please include the total cost at the end of the pricing schedule.

10. Optional tenders

ReLondon would also like to invite bidders to provide prices to undertake the following options. Please note that these will not form part of the scoring evaluation.

Option 1 – additional composition analysis

To understand the impact of the pilots fully, ReLondon would like to understand the addiitonal cost to providing a third and final waste composition analysis in addition to WCA1 and WCA2. This would also include a final analysis (as section 6) and comparing this final waste composition data with WCA1 and WCA2.

The purpose of this additional analysis is to be able to understand whether the pilots have delivered sustained benefits to improve the capture/quality of dry recycling.

Should this option be considered and chosen, WCA2 (which is the curent final analysis) would act as the ‘mid point’ analysis, and would be brought forward to capture the composition of the waste more immediately after the pilots were deployed (e.g.,

approximately 4 months after the initial pilot deployment) and this option – WCA3 – deployed approximately 4 months after this.

Option 2 - food waste

Some pilots may involve deploying interventions to capture food waste e.g., from food waste housing units or pole mounted food waste units at the same time as improving dry reycling capture. This is to understand whether food-specific pilots are successful in diverting food waste from the residual stream. Some boroughs currently have food waste infrastructure deployed who may be selected to be partnered with. It is likely that one borough who currently has food waste infrastructure deployed would be selected. Food would be collected at the same time as the residual/dry recycling.

In this scenario, a separate collection and analysis during WCA1 for the borough with an existing food service would required. The borough would require food to be seperately collected and analysised for WCA2.

Where food is deployed during WCA2 only, this would be seperately collected for the remaining boroughs.

Seperately collected food waste would be requested to be sorted into the same categories as what has been requested in section 5 – "inedible", "edible packaged", "edible" and analysis to be undertaken and included within the analysis as per section 7. Analysis for food waste for the report would include the kg/hh of seperately collected food by 'edible' and 'inedible' and the proportion of food seperately collected and proportion of food remaining in the residual stream, and capture rates calculated.

We invite bidders to provide a cost/methodology for both of the items as above.

Please note once ReLondon have an idea of the cost it will decide on whether to proceed with these two options. The £43,000 as noted in Section 9 is only for the waste composition analysis as outlined in previous sections. Additional budget will be available if we choose to proceed with these additional options.

11. Evaluation criteria

ReLondon must be satisfied that each potential contractor has the appropriate capabilities and resources available to undertake the work to our requirements and provide the necessary services. The process we use to select contractors is a competitive one. Your tender submission will be evaluated by ReLondon officers looking at the following criteria:

Evaluation criteria	Weighting
Price[3]	20%
Methodology proposed to meet the aim and deliverables of the project	60%
Experience of allocated personnel, their skills and technical capability	20%

[3] This will be assessed by deviation from the lowest compliant tender. Note as a minimum staff are expected to be paid the London Living Wage.

For the purposes of price evaluation, ReLondon will evaluate the price for the waste composition analysis as listed within this bid – price evaluation will not include the optional WCA3 or food waste.

Unless otherwise stipulated by the bidder, bids shall remain valid for 60 days from the closing date for receipt of tenders.

Scoring	
Outstanding- cannot be faulted	100
Excellent	90
Very good	80
Good	70
Above average	60
Average	50
Below average	40
Poor	30
Very poor	15

Responses will be evaluated based on written submissions. In the event of a high response rate and numerous submissions, two or three Service Providers will be drawn up and presentations required. These will not ask for any additional development but for a face to face (via Teams) presentation of your submission.

12. Acceptance of bids and validity

In issuing this invitation to bid, LWARB is not bound to accept the lowest or any bid and reserves the right to accept the whole or any specified part of the bid unless the bidder expressly stipulates otherwise. LWARB will not enter into discussion with non-selected potential suppliers or justify its decision. Potential suppliers are deemed to have accepted these conditions by the act of submitting their quote.

The selected preferred supplier cannot assume they have been granted the contract until a formal contract is signed. The contract will be formally let by the London Waste and Recycling Board (operating as ReLondon) and ReLondon's standard terms and conditions will apply (available upon request).

End

Appendix 1 – overleaf

Appendix 1 - proposed categories. Note that the sub categories may be expanded/ amended as agreed with the supplier.

Main material	Subcategory	Description/examples
Food waste	Edible	cooked and prepared meals; whole fruit and veg; fruit&veg flesh; whole coffee products (pods, bags); unused teabags; cakes: bread - slices, whole loaves, rolls, unused oils, mage/butter, confectionary, condiments, meat & fish cooked and raw; sprouting potato
	Packaged edible	As above but still packaged
	Inedible	Bones; gristle; cheese wax; nut shells; fruit stones; pineapple, banana, avocado, melon skin; fruit cores; fruit stalks; tops and stalks of veg except broccoli, cauliflower, mushrooms; garlic/ginger/onion peel; teabags; coffee grounds; egg shells
Cartons / 'TetraPak'		Liquid food and drink containers – all sizes
Paper	Recyclable	news and mags, junk mail, household/office paper, envelopes, books, catalogues, directories
	Contaminated recyclable	Newspaper wrapped around peelings, chip shop paper
	Non-recyclable	Tissues and wipes, wallpaper, photopaper,
Card	Recyclable	Cereal boxes, tea boxes, large packaging boxes and sheets of cardboard
	Contaminated recyclable	Card that contains foodstuffs, dirt or paint
	Non-recyclable	Waxed and laminated card: coffee cups, fast-food takeaway cups, takeaway tray lids, food contaminated card, takeaway box card
Glass	Recyclable	Bottles, all colours (remove lids)
		Jars, all colours (remove lids)
	Contaminated recyclable	Jars & bottles that contain foodstuffs or paint
	Non-recyclable	Drinking glasses, pane glass, Pyrex, glass vases, glass baking trays
Dense plastic	Plastic drinks bottles – DRS eligible	Any drinks bottles which are between 50ml and 3l (including attached lids)

Main material	Subcategory	Description/examples
	Plastic drinks bottles – not DRS eligible	Any drinks bottles which are less than 50ml and greater than 3l (including attached lids)
	Other plastic bottles	Oil bottles, detergent, bleach, shampoo, face cream, body wash, hand wash, milk bottles, hair protection sprays (including lids or pump sprays still attached)
	Pots tubs and trays	e.g. meat trays, yogurt pots, margarine tubs, fruit punnets
	Contaminated recyclable	Plastic dense plastic packaging contaminated by food
	Non-packaging dense plastic	Toys, pipes, hangers, plastic furniture, household bowls, plant pots
	Black plastic	Black plastic packaging
	Loose plastic lids	Loose plastic lids or pump lids which aren't attached to a plastic drinks bottle or cleaning spray
Polystyrene and Styrofoam		Polystyrene including polystyrene sheets from cardboard boxes, takeaway Styrofoam containers, polystyrene plant plug holders,
Plastic film	Carrier bags	HDPE carrier bags and "bags for life"
	Compostable bags	Food waste biobags, compostable supermarket carrier bags
	Other plastic film	Bubble wrap, cling film, bread bags, salad bags, potato bags, frozen food bags, crisp packets, cereal wrapping, confectionary wrappers, magazine sleeves and biscuit packets, film wrapping from cut flowers,
Metals	Aerosols	Steel and aluminium aerosols like body spray, hairsprays
	Metal DRS drinks cans	All aluminium and steel DRS drinks cans 50ml – 3l
	Metal aluminium non-DRS drinks cans	All aluminium cans which aren't eligible for DRS like standard household food tins or are greater than 3l (e.g., beer kegs or industrial sized food tins) or smaller than 50ml
	Metal steel non-DRS drinks cans	All steel cans which aren't eligible for DRS e.g., food tins or are drinks cans greater than 3l or smaller than 50ml
	Contaminated non-DRS metals	Non-DRS aluminium and steel cans still containing food etc

Main material	Subcategory	Description/examples
	Contaminated DRS metal drinks cans	DRS eligible drinks cans containing liquid (e.g., full cans not opened)
	Non-recyclable	Cutlery, pots and pans, tools, pipes
	Aluminium foil	All foil packaging
	Metal lids from glass bottles and jars	Loose lids from glass bottles and jars not attached to the glass, removed lids from glass bottles and jars
Garden waste		Green and woody, trimmings, cuttings, leaves, grass, houseplants (excluding soil and pots), cut flowers,
Textiles and shoes		Non-clothing textiles, clothing, shoes, accessories (belts and bags)
Absorbent Hygiene Products and clinical waste		Nappies, sanitary products, and clinical wastes like stoma bags, catheter bags
Small WEEE		Toasters, kettles, mobile phones, hair and beauty gadgets, electronic and electrical toys, power tools, keyboards, games consoles etc,
Household batteries		Household batteries size AAA-D
Hazardous household waste		Paint, chemicals, other batteries like button or lithium batteries, single use and electronic vapes, e-cigarettes
All other materials		Combustible and non-combustible including DIY waste, wood and cork, carpet and underlay, pet waste and cat litter, dead animals, crockery, plaster boards, soil from houseplants, ceramic plant pots, ribbon, string, rubber gloves, COVID test kits (contained within the plastic pouch provided)
Fines		Material falling through the 10mm screen