

**Report to** Cabinet  
13 September 2017  
**Report of** Head of citywide services  
**Subject** Award of contract for green waste disposal services

**Item**

**13**

## **KEY DECISION**

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### **Purpose**

To seek approval to award a contract for green waste disposal services.

### **Recommendation**

To award the contract for green waste disposal services to Norse Environmental Waste for two years with an option to extend for a further three years in annual increments dependant on performance.

### **Corporate and service priorities**

The report helps to meet the corporate priority of achieving value for money services.

### **Financial implications**

Green waste disposal costs an estimated £63,000 p.a. which is to be funded from existing budgets.

**Ward/s:** All Wards

**Cabinet member:** Cllr Maguire – safe city environment

### **Contact officers**

Chris Eardley – environmental services manager

01603 212251

### **Background documents**

None



## Report

1. The city council collects green waste as part of a garden waste subscription scheme. Residents who wish to use this service pay an annual membership fee, currently £48 per year or £43 if paying by direct debit.
2. In return for their annual subscription customers receive a 240 litre brown wheeled bin for garden waste. The brown bin is emptied every fortnight, except over Christmas and New Year, entitling subscribed customers to 25 collections per year.
3. The service has around 10,000 subscribers who generate around 3,600 tonnes of green waste each year.

### Procurement Process

4. The opportunity to provide this council with a disposal service for the collected green waste was advertised on the council's e-tendering portal/Contracts Finder/Official Journal of the European Union (OJEU) on 12 May 2017. The tender was issued as a joint tender with Broadland District Council and this was split into two lots and each lot related to the individual council's requirements.
5. Eight expressions of interest were received which led to two tender submissions. These were opened on 30 June 2017, the tender process having been extended due to clarity questions arising over the transfer of employees under the Transfer of Undertakings (Protection of Employment) Regulations (TUPE).
6. The quality evaluation was conducted by the environmental services manager for Norwich City Council and the environmental protection manager for Broadland District Council.

### Evaluation criteria

7. There was a quality requirement for the tender, in the form of specific quality questions and a business quality questionnaire. Both suppliers successfully passed these requirements and therefore the tenders were then evaluated 100% on price.

### Evaluation outcome

8. The cost scores achieved by the tenderers are set out in the tables below:

#### **LOT 1 – BROADLAND DISTRICT COUNCIL - FOR INFORMATION ONLY**

| <b>Company</b>                         | <b>Price</b>     | <b>Price score</b> |
|----------------------------------------|------------------|--------------------|
| Norse Environmental Waste Services Ltd | £17.50 per tonne | 100                |
| TMA Bark Supplies LTD                  | £18.50 per tonne | 94.29              |

## LOT 2 – NORWICH CITY COUNCIL

| Company                                | Price            | Price score |
|----------------------------------------|------------------|-------------|
| Norse Environmental Waste Services Ltd | £17.50 per tonne | 100         |
| TMA Bark Supplies LTD                  | £19.50 per tonne | 88.57       |

### COST OFFERED– IF BOTH LOTS WON

| Company                                | Price            |
|----------------------------------------|------------------|
| Norse Environmental Waste Services Ltd | £17.50 per tonne |
| TMA Bark Supplies LTD                  | £19.00 per tonne |

9. The prices quoted are per tonne based upon the estimated quantities of waste to be processed for each council. The estimated quantity of green waste for Norwich City Council is estimated at 3,600 tonnes per annum. For the recommended option this would be approximately £63,000 per year.
10. Although non-scoring, the suppliers were given the opportunity to offer an enhanced price per tonne if they were successful in winning both lots. These prices have been included above for information.

### Recommendation

11. Cabinet is asked to approve the award of the contract for green waste disposal to Norse Environmental Waste Services for two years with an option to extend for a further three years in annual increments dependant on performance. The competitive tender process has shown that this bid represents best-value for the council.

## Integrated impact assessment



**NORWICH**  
City Council

### Report author to complete

|                                   |                                        |
|-----------------------------------|----------------------------------------|
| <b>Committee:</b>                 | Cabinet                                |
| <b>Committee date:</b>            | 13 <sup>th</sup> Sept 2017             |
| <b>Director / Head of service</b> | Adrian Akester                         |
| <b>Report subject:</b>            | Award of green waste disposal contract |
| <b>Date assessed:</b>             | 1 Sept 2017                            |
| <b>Description:</b>               |                                        |

|                                                                               | Impact                              |                                     |                          |          |
|-------------------------------------------------------------------------------|-------------------------------------|-------------------------------------|--------------------------|----------|
| Economic<br>(please add an 'x' as appropriate)                                | Neutral                             | Positive                            | Negative                 | Comments |
| Finance (value for money)                                                     | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |          |
| Other departments and services<br>e.g. office facilities, customer<br>contact | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |          |
| ICT services                                                                  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |          |
| Economic development                                                          | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |          |
| Financial inclusion                                                           | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |          |
|                                                                               |                                     |                                     |                          |          |
| Social<br>(please add an 'x' as appropriate)                                  | Neutral                             | Positive                            | Negative                 | Comments |
| Safeguarding children and adults                                              | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |          |
| <u>S17 crime and disorder act 1998</u>                                        | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |          |
| Human Rights Act 1998                                                         | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |          |
| Health and well being                                                         | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |          |
|                                                                               |                                     |                                     |                          |          |

|                                                              |                                     |                                     |                          |          |
|--------------------------------------------------------------|-------------------------------------|-------------------------------------|--------------------------|----------|
|                                                              | Impact                              |                                     |                          |          |
| Equality and diversity<br>(please add an 'x' as appropriate) | Neutral                             | Positive                            | Negative                 | Comments |
| Relations between groups<br>(cohesion)                       | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |          |
| Eliminating discrimination &<br>harassment                   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |          |
| Advancing equality of opportunity                            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |          |
|                                                              |                                     |                                     |                          |          |
| Environmental<br>(please add an 'x' as appropriate)          | Neutral                             | Positive                            | Negative                 | Comments |
| Transportation                                               | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |          |
| Natural and built environment                                | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |          |
| Waste minimisation & resource<br>use                         | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |          |
| Pollution                                                    | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |          |
| Sustainable procurement                                      | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |          |
| Energy and climate change                                    | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |          |
|                                                              |                                     |                                     |                          |          |
| (Please add an 'x' as appropriate)                           | Neutral                             | Positive                            | Negative                 | Comments |
| Risk management                                              | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |          |

| Recommendations from impact assessment                                                                                                                                                                     |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Positive</b>                                                                                                                                                                                            |  |
| Provides value for money for the service over the life of the contract. This was also an opportunity to undertake joint procurement with another district council thereby reducing costs to the tax payer. |  |
| <b>Negative</b>                                                                                                                                                                                            |  |
| None                                                                                                                                                                                                       |  |
| <b>Neutral</b>                                                                                                                                                                                             |  |
| none                                                                                                                                                                                                       |  |
| <b>Issues</b>                                                                                                                                                                                              |  |
| none                                                                                                                                                                                                       |  |