

Report to Cabinet
08 November 2017
Report of Director of business services
Subject Procurement of a trade waste collection, recycling and disposal service

Item

11

KEY DECISION

Purpose

To consider the award of a contract for waste services.

Recommendation

To approve the award of:

- (1) trade waste services for Norwich provisions market to M W White Ltd;
- (2) trade waste and recycling services for City Hall and other council buildings to M W White Ltd;
- (3) confidential waste services to Shred Station Ltd; and
- (4) food waste recycling to Norse Eastern Ltd.

Corporate and service priorities

The report helps to meet the corporate priority a safe, clean and low carbon city

Financial implications

£52,169 per year for up to five years to be funded from the existing General Fund revenue budget.

Ward/s: Mutiple Wards

Cabinet member: Councillor Maguire - safe city environment

Contact officers

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NPS Norwich

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Background documents

None

Report

Background

1. The waste collection contract for administrative buildings, the provision market and The Halls was due for renewal earlier this year and so a tender process has been carried out.
2. General trade waste has to be collected from all of the council's operational buildings.
3. Trade waste collected from the provisions market is part of the service that is recharged to the provisions market stallholders.
4. The successful contractor for general trade waste from council buildings and the provisions market is aiming to recycle 100% of the material collected.
5. In addition to this confidential waste is collected from the administrative buildings, in accordance with strict procedures to protect personal and commercially sensitive data. All confidential paper is shredded and recycled.
6. A new element has been added to the service this year so that food waste can be collected and recycled from City Hall, the Norman Centre and the Halls.

Procurement Process

7. The service was split into four lots:

Lot 1 – Norwich Provision Market – General trade waste.

Lot 2 – City Hall and other council buildings – General trade and recycling waste.

Lot 3 - Confidential waste collection from City Hall

Lot 4 – City Hall, Norman Centre and the Halls – Food waste collection

8. The opportunity was advertised on the council's e-tendering portal a national advertising portal - Contracts Finder and the EU advertising portal - OJEU on 23 August 2017. A total of 16 expressions of interest were received, spread across the lots as shown below :

Lot 1 – Three

Lot 2 – Four

Lot 3 - Three

Lot 4 – Four

The submissions were opened on 18 September 2017.

9. The quality evaluation was conducted by various council departments, whose needs are covered by this tender, facilitated by procurement, using the agreed evaluation criteria as set out in the invitation to tender issued to the suppliers.
10. This is a two-year contract with an option to extend for a further three years in yearly increments – with the option of terminating early if requirements change.
11. An interim award for the initial two years has been made in order to maintain continuity of service. Cabinet are asked to authorise the award of the remaining three years, subject to performance and continuing service need.

Evaluation

12. The quality requirement was in the form of specific quality questions and a business quality questionnaire. The evaluation was based upon 40% quality and 60% price.
13. Tenders were received from 5 companies.
14. The highest scoring submissions are shown below (marks out of 100) with their price:

Company	Lot 1	Lot 2	Lot 3	Lot 4
M W White Ltd	96 £36,691.20 pa	96 £11,008.40 pa		
Shred Station Ltd			92 £3,536 pa	
Norse Eastern Ltd				100 £933.40 pa

Integrated impact assessment



NORWICH
City Council

The IIA should assess **the impact of the recommendation** being made by the report

Detailed guidance to help with the completion of the assessment can be found [here](#). Delete this row after completion

Report author to complete

Committee:	Cabinet
Committee date:	8 November 2017
Director / Head of service	Anton
Report subject:	Procurement of a trade waste collection, recycling and disposal service
Date assessed:	11/10/2017
Description:	Collection of waste from operational buildings and the provision market

	Impact			
Economic (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Finance (value for money)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The tender process ensures that the Council achieves the best value for money at that particular time.
Other departments and services e.g. office facilities, customer 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 (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 (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Relations between groups (cohesion)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Eliminating discrimination & 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 (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 use	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	As much waste as possible will be recycled aiming for 100%.
Pollution	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sustainable procurement	<input checked="" type="checkbox"/>	<input 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

	Impact			
Risk management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There is a risk that the appointed supplier could fail during the duration of the contract. This is low risk due to the relatively short nature of the contract and the planned nature of the works. In addition to this the Council is not investing in the supplier and so the risk is one of service continuity rather than financial, which is further mitigated by the fact the work is planned not responsive in nature.

Recommendations from impact assessment
Positive
Negative
Neutral
Issues