

Report of	Meeting	Date
Director of Customer & Digital (Introduced by the Executive Member for Resources)	Executive Cabinet	10 th December 2020

APPROVAL FOR THE CONTRACT AWARD PROCEDURE AND EVALUATION CRITERIA FOR TRADE WASTE COLLECTIONS FROM COUNCIL BUILDINGS

PURPOSE OF REPORT

1. To seek approval for the contract award procedure and evaluation criteria for the two-year contract to undertake trade waste collections from Council buildings.

RECOMMENDATION(S)

2. To approve the contract award procedure of an open invitation to tender advertised on the Council's procurement website, Chest. Tenders will be evaluated to establish the most economically advantageous tender based on 85% cost, 15% quality.
3. To delegate to the Executive Member for Resources authority to approve the award of the contract to the winning bidder based upon the evaluation criteria.

EXECUTIVE SUMMARY OF REPORT

4. The Council as a business has a duty of care to ensure any waste it produces is collected and disposed of correctly. This includes waste from its offices, community centres, leisure centres, Chorley Markets and Market Walk shopping centre. The current contract will end on 31st March 2021 and new arrangements need to be put in place.

Confidential report Please bold as appropriate	Yes	No
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Key Decision? Please bold as appropriate	Yes	No
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Reason Please bold as appropriate	1, a change in service provision that impacts upon the service revenue budget by £100,000 or more	2, a contract worth £100,000 or more
	3, a new or unprogrammed capital scheme of £100,000 or more	4, Significant impact in environmental, social or physical terms in two or more wards

REASONS FOR RECOMMENDATION(S)

(If the recommendations are accepted)

5. Under the Council's Contract Procedure Rules approval by the Executive Cabinet for contract award for tenders greater than £100,000 is required.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

6. To not agree contract award procedure would fail to comply with the Council's Procurement rules.

CORPORATE PRIORITIES

7. This report relates to the following Strategic Objectives:

Involving residents in improving their local area and equality of access for all		A strong local economy	
Clean, safe and healthy homes and communities	√	An ambitious council that does more to meet the needs of residents and the local area	

BACKGROUND

8. The Council is responsible for any waste it produces from its buildings and premises. This includes the following sites:
- Council offices – Town Hall & Union Street
 - Astley Hall complex
 - Community Centres (6)
 - Leisure Centres – Chorley, Clayton Green, Brinscall
 - Chorley Markets
 - Market Walk shopping centre, Phase 1 & 2
 - Strawberry Fields Digital Office Park
9. The Council has a duty of care to ensure the waste is collected regularly and disposed of legally.
10. This tender process is to replace the existing contract for the collection of waste from Council buildings, which was for two years and ends on 31 March 2021. The estimate of the total contract value over two years is around £160,000. Provision to add additional buildings or bins after the contract has been awarded will be included in the tender documentation.
11. The Executive Member (Customer, Advice and Streetscene Services), whose portfolio of responsibilities includes waste management is in agreement with the recommendations contained in this report.

SPECIFICATION AND EVALUATION

12. An open invitation for this services contract will be posted on the Council's procurement website, the Chest in early January. Contractors need to demonstrate their compliance with relevant waste legislation to move to the next stage where the cost and quality of the submission will be evaluated.
13. Evaluation of the tender will be on an 85% cost and 15% quality ratio. This is a routine procurement so this ratio is reasonable.
14. To support the council's green agenda and our goal of becoming a carbon neutral organisation, the evaluation criteria for the quality element will include a request for

tenderers to demonstrate how they will minimise their impact on the environment in respect of the service, including:

- efficiencies in vehicle fleet operations
- measures to minimise or offset carbon emissions
- ensure all segregated recyclable waste is fully recycled
- measures to maximise recycling and/or recover value from waste

15. The tender period is for two years to start on 1 April 2021 to 31 March 2023.
16. Once the returned tenders have been evaluated an Executive Member Decision report will be prepared recommending approval to award the contract. This decision is expected to be made in February.

IMPLICATIONS OF REPORT

17. This is a low risk procurement for an already established service. There are a number of waste collection companies working in the area who could provide this service.
18. This report has implications in the following areas and the relevant Directors' comments are included:

Finance	✓	Customer Services	
Human Resources		Equality and Diversity	
Legal	✓	Integrated Impact Assessment required?	
No significant implications in this area		Policy and Communications	

COMMENTS OF THE STATUTORY FINANCE OFFICER

19. The current expenditure on the trade waste contract is approximately £60k per annum however new sites will be coming on board as part of the council's investment in the borough. The budget will be adjusted to account for any changes to the budget that may result from this procurement.

COMMENTS OF THE MONITORING OFFICER

20. The proposed procurement process and assessment criteria are appropriate for this contract.

ASIM KHAN
DIRECTOR OF CUSTOMER AND DIGITAL

There are no background papers to this report

Report Author	Ext	Date
Doug Cridland	5661	19 November 2020