

Report of	Meeting	Date
Director (Customer and Digital) (Introduced by Executive Member (Resources))	Executive Cabinet	Thursday, 8 December 2022

Approval for the Contract Award Procedure and Evaluation Criteria for Trade Waste Collections from Council Buildings and Markets

Is this report confidential?	No
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Is this decision key?	Yes
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Savings or expenditure amounting to greater than £100,000	Significant impact on 2 or more council wards
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Purpose of the 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 and markets.

Recommendations to Executive Cabinet

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 70% cost, 15% quality and 15% social value.
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.

Reasons for recommendations

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

Other options considered and rejected

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

Executive summary

6. 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, Chorley Markets and Market Walk shopping centre. The current contract will end on 31 March 2023 and new arrangements need to be put in place.

Corporate priorities

7. The report relates to the following corporate priorities:

Housing where residents can live well	A green and sustainable borough
An enterprising economy with vibrant local centres in urban and rural areas	Healthy, safe and engaged communities

Background to the report

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)
 - Chorley Markets
 - Market Walk shopping centre, Phase 1 & 2
 - Strawberry Fields Digital Office Park
 - Leisure Centres (3) and Westway on behalf of Chorley Leisure
9. The three leisure centres along with the new Westway sports site are now operated by Chorley Leisure, will be included in the contract specification but service costs for these sites will be recharged to Chorley Leisure.
10. The Council has a duty of care to ensure the waste is collected regularly and disposed of legally.
11. 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 2023. The estimate of the total contract value over two years is around £150,000. Provision to add additional buildings or bins after the contract has been awarded will be included in the tender documentation.

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 70% cost, 15% quality, 15% social value ratio. This is a routine procurement so this ratio is reasonable.

14. The Council's Social Value Policy requires a standard weighting for social value shall be a minimum 15% of the overall evaluation score for services Contracts above £100,000.
15. The tender period is for two years to start on 1 April 2023 to 31 March 2025.
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.

Climate change and air quality

17. To support the council's climate goals and our commitment to becoming a carbon neutral organisation by 2030, 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:
 - efficiency and sustainability of vehicle fleet operations, including any measures to decarbonise fleet
 - measures to minimise or offset carbon emissions
 - ensure all segregated recyclable waste is fully recycled
 - measures to maximise the recovery of value from non-recyclable waste

Equality and diversity

18. There are no equality and diversity implications

Risk

19. This is a low risk procurement for an already established service. There are several competent waste collection companies working in the area who could provide this service.

Comments of the Statutory Finance Officer

20. Costs are charged to individual service budgets which total approximately £60k. Over half of the costs are recharged to tenants at Market Walk and Strawberry Fields as part of the service charges.

Comments of the Monitoring Officer

21. The legal implications have been identified in the body of the report.

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