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| Manchester City Centre  Waste Consolidation Scheme |
| Invitation to Tender |
| Date published: 25th September  Clarification Period ends: 2nd October  Closing date for receipt of tenders: 16th October |

![A close up of a logo

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1. Introduction

The City of Manchester is one of the fastest growing cities in Europe with the population expected to reach 644,000 by 2025 from the 572,000 measured in 2018.

Usage of the city centre is changing to incorporate increasing numbers of urban residents and workers. As the population density increases, the number of vehicles providing services will grow proportionally, unless otherwise managed.

Due to the physical limitations of the city centre, if growth were to continue unchecked, Manchester’s urban environment is likely to suffer from:

* Increased congestion;
* Reduced road safety;
* More noise pollution;
* More air pollution; and
* Increased service delivery pressures

Thus, to accommodate the changes caused by growth, the infrastructure of the city needs to be more effectively managed. Existing waste management operations, specifically the removal of commercial waste from the city centre by a high number of refuse collection vehicles, is considered to play a role in contributing to the negative effects of urban growth stated above.

CityCo is the city centre management company for Manchester. CityCo is an independent, not-for-profit, membership organisation. The organisation’s primary aim is to foster commercial growth by making Manchester city centre an attractive destination for work and trade. This is predominately achieved by encouraging positive changes to business practices and promoting partnership schemes, such as this one for waste management.

CityCo works closely with both the public and private sector to achieve these aims; Manchester City Council (MCC) and Transport for Greater Manchester (TfGM), along with many private sector businesses are members of the organisation.

The need to better manage commercial waste collections has been highlighted by CityCo members in response to recent developments such as public awareness of air pollution and the wider climate emergency. In line with the aims of CityCo, the Manchester City Centre Waste Consolidation Scheme is intended to improve the city centre by managing the growing requirement for waste collections.

The appointment of a suitable number of preferred suppliers that possess the capability to manage a high proportion of the commercial waste collections in the city at set times, with the minimum number of low emission vehicles required, is considered to be an effective means of counteracting the negative effects stated.

Therefore, the waste consolidation scheme aims to deliver the following benefits for the City of Manchester:

* Improve the cleanliness and appearance of the city centre;
* Increase resident, business tenant and visitor satisfaction;
* Reduce the demand for high volumes of Council enforcement work; and
* Improve air quality.

The development of suitable waste management strategies that can be applied to different areas of the city centre is likely to require a degree of refinement over time as transitioning to improved methods of waste management will involve the co-operation of many stakeholders. For this reason, the scheme will initially be implemented in a pilot area of the city to test whether it is an effective means of improving waste management. If the scheme proves effective in achieving its aims, there is scope to expand the scheme out to the wider city centre.

The scheme will be implemented in an area around St Ann’s Square (Appendix 1). This area spans from St Mary’s Gate down to John Dalton Street and from Deansgate across to Cross Street. This area will be referred to throughout this document as the ‘pilot’ or ‘remit’ area.

**Waste guidelines:**

The pilot area currently contains 153 retail, food & beverage and service businesses operating at ground level in addition to over 200 business office premises above ground level.

|  |  |  |  |
| --- | --- | --- | --- |
| Breakdown of businesses in the pilot area | | | |
| Retail: 95 | Food & Bev: 46 | Betting Shop: 4 | Bank: 3 |
| Travel Agent: 2 | Gallery: 2 | Optician: 1 | Offices: 200+ |

It is conservatively estimated that there are 10,000 sacks / 100 tonnes of waste generated in the pilot area each week. This amount is composed of various waste types stated under Scheme Objectives (4.1).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Conservative estimate of waste types produced by the area, in **tonnes**. Per week. | | | | |
| General Commercial Waste: | Glass: | Food: | Dry Mixed  Recycling | Paper & Cardboard: |
| **50** | **8** | **20** | **14** | **8** |

The waste is predominantly stored for collection in two and four-wheeled containers ranging from 240 litres (L) to 1100L, there is also on-street sack waste at present.

In terms of the composition of waste storage, there are around 100 on-street containers. It is estimated that there are a similar amount of containers (100) used in internal bin stores. In any sample of ten containers in the area, the distribution of bin sizes is approximately **six** 1100L, **one** 660L, **one** 360L and **two** 240L.

Currently, the various waste types (general, dry mixed recycling, paper & card, food and glass) are collected from containers points on Half Moon St, Barton Square, Police St, South King St and Four Yards, as well as there being on-street sack collections and several internal building stores (see *Appendix 1*).

Refuse trucks and vans from at least thirteen known waste contractors are collecting waste from these areas throughout the day. The primary benefits of the waste consolidation scheme are dependent on reducing the overall number of vehicles entering the area, especially during business hours (8am – 6pm).

* 1. Overview of the Waste Consolidation Scheme

The waste consolidation scheme will be operated through an agreement between CityCo and a suitable number of contractors awarded ‘Preferred Supplier Status’ for the area by CityCo. The status will be endorsed by Transport for Greater Manchester (TfGM) and Manchester City Council (MCC).

The agreement will be for an initial period of two years, with the option for a five-year extension subject to review of performance at the end of the initial two-year period.

The preferred supplier status will carry with it a number of benefits. Beyond the awarding of the title, the preferred supplier(s) will benefit from marketing and promotion of their waste services to local businesses from CityCo, TfGM and MCC. The preferred supplier(s) will also be afforded the opportunity to work in close partnership with CityCo, TfGM and MCC to develop improved waste management strategies for the pilot area in addition to advising on and proposing waste strategies for wider implementation across the city centre.

Tenderers must note that the Scheme is not intended to restrict the current free market for waste management services in the pilot area. It will not impose any restrictions on the existing arrangements between commercial tenants and their waste contractors. The appointment of preferred supplier(s) to CityCo does not preclude any non-preferred supplier from offering their services to any business, nor does it restrict or penalise any business from procuring the services of any supplier that they may opt to use.

With oversight and support from CityCo, the preferred supplier(s) will be responsible for consolidating waste collection operations in the pilot area by signing-up businesses in the area to their services. The services offered must address the aims of the scheme, namely:

* A reduction in the total number of waste vehicles entering the pilot area to collect waste and/or the usage of vehicles that generate less emissions, create less noise and cause less congestion.
* A reduction in waste vehicles entering the pilot area during business hours (8am-6pm).
* A reduction in the amount of loose bag waste left out on the street for collection.
* Improved communication and co-operation with businesses in the pilot area to reduce the amount of enforcement required by MCC in response to noncompliance in the form of unsightly refuse / escape of waste.
* Waste processing methods that reduce environmental impacts, so far as is reasonably possible.

The exact terms of the agreement and the duties incumbent upon each party will be documented in a Memorandum of Understanding (MoU), to be agreed between CityCo and the selected preferred supplier(s), following the selection of preferred supplier(s) from the tenders submitted in response to this Invitation to Tender (ITT).

CityCo will evaluate tenders submitted and appoint preferred supplier(s) at its discretion.

1. Tender Guidance
   1. General

These instructions are designed to ensure that all Tenderers’ are given equal and fair consideration. It is important therefore that you provide all the information asked for in the format and order specified.

Tenderers should read these instructions carefully before submitting the Tender response. Failure to comply with the requirements for completion and submission of the Tender Response may result in the rejection of your response. Tenderers are advised therefore to acquaint themselves fully with the extent and nature of the requirements as stated in the specification and elsewhere in the tender documentation.



All material issued relating to this ITT shall remain the property of CityCo and shall be used only for this procurement process.



The Tenderer shall ensure that each sub-contractor and adviser abide by the terms of these instructions.



Tenderers shall accept and acknowledge that, by issuing this ITT, CityCo shall not be bound to accept any tender that has been submitted.



CityCo reserves the right to amend, add to or withdraw all or any part of this ITT at any time during the procurement process.

* 1. Timescales

The proposed procurement timetable is set out below. This is intended as a guide and whilst CityCo does not intend to depart from the timetable it reserves the right to do so at any stage.

|  |  |
| --- | --- |
| **STAGE** | **DATE** |
| *ITT published by CityCo* | 25th Sept |
| *Clarification period closes* | 2nd Oct |
| *Clarification responses to Tenderers’* | 9th Oct |
| *Closing date and time for receipt of Tenderers’ responses to the ITT* | 16th Oct |
| *Evaluation of ITT Responses commences* | 22nd Oct |
| *Evaluation of ITT Responses closes*  *Interview of three highest scoring tenderers* | 25th Oct  7th – 8th Nov |
| *Notification of proposed appointment* | 11th Nov |
| *Commencement date of scheme* | 18th Nov |

* 1. Submission of Tenders

1. The Tender must be submitted in a format compatible with Microsoft Office or Adobe software. Failure to meet these mandatory requirements may result in the tender being rejected.
2. CityCo may at its own absolute discretion extend the closing date and the time for receipt of Tenders.
3. Any extension granted will apply to all Tenderers.
4. Responses to this tender must be returned electronically to:

**Alex.King@cityco.com**

1. Notice to withdraw the tender must be sent to CityCo via the email address(es) listed in 2.7(d)
   1. Confidentiality

This ITT is confidential, the contents of this ITT are being made available by CityCo on the condition that:

1. Tenderers shall always treat the contents of the ITT and any related documents (together called the ‘Information’) as confidential, save in so far as they are already in the public domain;
2. Tenderers shall not disclose, copy, reproduce, distribute or pass any of the Information to any other person at any time or allow any of these things to happen;
3. Tenderers shall not use any of the Information for any purpose other than for the purposes of submitting (or deciding whether to submit) a Tender;
4. Tenderers shall not undertake any publicity activity in relation to this ITT within any section of the media.
   1. Distribution

Tenderers may disclose, distribute or pass any of the information to the Tenderer’s advisers, sub-contractors or to another person if this is done for the sole purpose of enabling a Tender to be submitted and the person receiving the Information undertakes in writing to keep the information confidential on the same terms as if that person were the Tenderer.

* 1. Disclaimers

1. Neither CityCo nor any of their advisers, nor their respective directors, officers, members, partners, employees, other staff or agents will accept any responsibility for the information contained in the ITT or for their fairness, accuracy or completeness of that information nor shall any of them be liable for any loss or damage (other than in respect of fraudulent misrepresentation) arising because of reliance on such information or any subsequent communication.
2. Any persons considering the decision to enter into an agreement with CityCo, following receipt of the ITT, should make their own investigations and their own independent assessment of CityCo’s requirements as stated in the specification and should seek their own professional financial and legal advice. For the avoidance of doubt the provision of clarification or further information in relation to the ITT or any other associated documents is only authorised to be provided following a query made in accordance with clause 2.12 of this Invitation to Tender.
   1. No Inducement or Incentive

The ITT is issued on the basis that nothing contained in it shall constitute an inducement or incentive nor shall have in any other way persuaded a Tenderer to submit a Tender or enter into the agreement.

* 1. Queries Relating to Tender

1. All requests for clarification about the requirements or the process of this procurement exercise shall be made in accordance with clause 2.6 of these instructions.
2. CityCo will endeavour to answer all questions as quickly as possible but cannot guarantee a minimum response time. CityCo has designated a specific window of time to deal with clarification requests from Tenderers’. All clarification requests should be received by date and time set out in clause 2.6. timescales
3. Clarification requests must be submitted to CityCo via email as detailed in clause 2.7.
4. To ensure equality of treatment of Tenderers’, CityCo intends to publish any questions and clarifications raised by Tenderers’ together with CityCo’s responses (but not the source of the questions). Responses will be provided by email and circulated to all participants.
5. CityCo reserves the right not to respond to a request for clarification or to circulate such a request where it considers that the answer to that request would likely prejudice its commercial interests.
   1. Amendments to Tender Documents

At any time prior to the deadline for the receipt of Tenders, CityCo may modify the ITT by amendment. Any such amendment will be re-issued via email to give prospective Tenderers reasonable time in which to take the amendment into account in preparing their Tenders. CityCo may, at its discretion, extend the deadline for receipt of Tenders.

* 1. Late Tenders

1. Tenderers should allow sufficient time for the completion of all questions and submitting all required documentation.
2. Tenderers may submit their Tender at any time before the Tender deadline and may also resubmit any number of times before the deadline.
3. Tender responses received after the agreed deadline will not be considered. 
   1. Tender Withdrawal

Tenderers may withdraw their Tender at any time prior to any acceptance of the offer by CityCo. The notice to withdraw the Tender must be communicated to CityCo via email as per clause 2.7.

* 1. Right to Reject/Disqualify

CityCo reserves the right to reject or disqualify a Tenderer where:

1. The Tenderer fails to comply fully with the requirements of this Invitation to Tender;
2. The Tenderer is guilty of serious misrepresentation in relation to its Tender; expression of interest and/or the Tender process; or
3. There is a change in identity, control, financial standing or other factor impacting on the selection and/or evaluation process affecting the Tenderer.
4. If price submission is proven to be abnormally low.
   1. Right to Cancel, Clarify or Vary the Process

CityCo reserves the right to:

1. Amend the terms and conditions of the Invitation to Tender process;
2. Cancel the evaluation process at any stage; or
3. Require the Tenderer to clarify its Tender in writing and/or provide additional information. Failure to provide all the details requested may result in the tender being rejected.
4. Tender Evaluation
   1. Introduction

The Tender process will be conducted to ensure that Tenders are evaluated fairly to ascertain the most economically and environmentally advantageous tender.

* 1. Evaluation Criteria

Tenderers responses to the specifications contained in the ITT along with their pricing and any other information will be evaluated against the following criteria:

|  |  |
| --- | --- |
| **High Level Evaluation Criteria** | |
| **Criterion** | **Weightings: out of a maximum 100%** |
| Price | 40 |
| Quality | 20 |
| Sustainability | 20 |
| Business Development | 20 |

* 1. Evaluation Scoring Approach

Tenderers will be successful if their bid, in the opinion of CityCo, after the evaluation process, receives the highest overall points score. The score for each individual evaluation element (sections 4.1 to 4.5) will be added together and a final score out of 100 will be awarded.

* + 1. Pricing Element

The price scoring will be assessed on the priced schedules of rates. The tenderers are required to complete the Schedule of Rates contained in Appendix 2. The tender with the lowest prices overall in the main waste stream categories will receive the highest score and those above will be adjusted downwards pro-rata.

* + 1. Quality Element

The quality of the tender response will be evaluated on responses to the specifications detailed in sections 4.3.

The additional Sections must be completed to meet the Quality Criteria:

* Company Details: Section 5 – Receipt and completeness of the response as well as requirements met
* Schedules: Section 6 – Receipt and completeness of Schedule 1 Form of Tender, Schedule 2 Checklist and Schedule of Rates (Appendix 2).
  + 1. Sustainability Element

The sustainability element will be evaluated on tenderers responses to the specifications detailed in sections 4.4

* + 1. Business Development Element

The business development element will be evaluated on tenderers responses to the specifications detailed in sections 4.5.

* + 1. Evaluation Process

The evaluation process will feature the following phases:

1. Phase 1: Compliance Checks
2. Receipt and Opening

ITT Responses will be formally logged upon receipt. The tendering system will not allow for late submission of Tenders - see clause 2.14 Late Tenders.

1. Compliance Check

A representative from CityCo will check for compliance against the Tender Requirements, completion of which is mandatory. Tenderers are required to confirm they have complied in Schedule 1 of this tender.

The evaluation of tenders will, as applicable, proceed through the following phases of evaluation:

1. Phase 2: Independent Evaluation of Tender Responses
2. Price Evaluation
3. Qualitative Evaluation
4. Sustainability Evaluation
5. Business Development Evaluation
6. Phase 3: Moderation of Scores

CityCo will review the tender submissions and agree the scores to produce a preliminary ranking.

1. Phase 4: Clarifications

CityCo will seek clarifications from tenderers around their tenders (if required).

1. Final Ranking

CityCo will moderate and agree final scores to produce a final ranking.

* + 1. Award

1. CityCo will inform all tenderers via email of the intention to award preferred supplier status. Status will be formally awarded to the successful tenderer(s).
2. All unsuccessful tenderers will be notified via email of the outcome of the evaluation exercise. This will include details of:
3. The award criteria
4. The score of the tenderer
5. The name of the successful tenderer(s) and why that tenderer was successful
6. The score for the successful tenderer(s)
7. Specification
   1. Waste Consolidation Scheme Objectives

The preferred supplier(s) will provide the waste consolidation scheme in such a way to achieve the following objectives:

* Lower the overall number of vehicles entering the pilot area to collect waste, especially during business hours (8am-6pm);
* Reduce air and noise pollution so far as is reasonably possible by using environmentally conscious vehicles and processes to collect waste; and
* Reduce loose bag waste on the street, incidences of unsightly refuse and escape of waste by improving waste management practices in the pilot area.

The selected preferred supplier(s) will develop a service offer for waste collection in the pilot area and deliver a solution for improved waste segregation and waste collection services. In addition to the aims stated in the introduction, the waste consolidation scheme will look to achieve cost savings to the businesses in the pilot area and improve the pilot area’s environmental impact within the city centre by streamlining existing services.

**The solution put forward will serve to collect the following waste streams:**

|  |  |
| --- | --- |
| **Stream:** | **Container:** |
| **General commercial waste** | **1100L, 660L, 240L, Sack** |
| **Dry Mixed Recycling (DMR)** | **1100L, 660L, 240L, Sack** |
| **Food** | **240L** |
| **Glass** | **360L** |
| **Metal / Cans\*** | **-** |
| **Plastics\*** | **-** |
| **Paper & Cardboard** | **1100L** |
| **Confidential waste** | **120L** |

*\*as a part of DMR collections*

* 1. Price Requirement

The waste consolidation scheme requires tenderers to complete a price list (Appendix 2) for collecting the waste streams stated in (4.1). Tenderers are asked to provide a set of rates that would be offered to businesses at the start of the scheme. Tenderers are advised to use the information on waste for the area provided in Section 1 and Appendix 1 to help inform their rates.

**The Schedule of Rates (Appendix 2) must be completed.**

Tenderer must specify whether any of the rates stated for waste types are, in fact, collected and/or processed by a third-party organisation (i.e. subcontracted).

During the Tender Evaluation stage, tenderers may be requested to substantiate the viability of any rates submitted. Rates that cannot be justified adequately will be excluded.

Additionally, tenderers are asked to provide an indication of how much discount could be offered on the rates given, if the tenderer were able to benefit from relative cost savings by collecting a higher proportion of the waste from the area than they currently do. The discounted rates **will not** **factor into the tender scoring criteria** and are for information only.

**Note**: The discounted rates will be used by CityCo to better understand how per-container costs change, relative to the weight of waste being collected from a single collection point.

**In the tender evaluation, the Price criteria will make up 40% of the total score.**

* 1. Quality Requirement

The waste consolidation scheme intends to offer an improved waste collection model in the area. The intention of awarding preferred supplier status for the scheme is that, over time, the preferred supplier(s) will provide services to an increasing proportion of the businesses in the area. CityCo must be assured that tenderers have the necessary resources and capability to manage the high volumes of waste, in addition to meeting the varying requirements of businesses in the area with regards to the types of waste they produce, how they segregate it and the frequency with which they need to dispose of it.

Tenderers are advised to conduct their own assessment of commercial waste in the pilot area and use this to best inform their tender response.

Tenderers are requested to submit a maximum of 6 A4 setting out the following (copies of licences, accreditations, etc can be included in an appendix):

1. Their current people, vehicle and waste processing resources and how these may be scaled up to meet demand as required.

As a part of this requirement, tenderers must specify, under present arrangements, how many times a truck of theirs enters the pilot area **per week** to collect waste and what type of waste each truck run collects from the area. For example, a glass collection truck entering once a day, three days a week counts as 3, whereas a general waste collection truck entering twice a day, 7 days a week counts as 14.

Tenderers are asked to demonstrate that their organisational resources and fleet of vehicles are sufficient to serve the pilot area or that they possess the capability to develop the necessary resources to meet rises in demand for their services following initiation of the scheme. The estimates given of waste generated by the area per week can be used as a benchmark but should not be treated as an accurate representation or guarantee of how much waste is actually generated (as this is prone to fluctuation).

1. Their waste management service offering

The preferred supplier(s) will be required to provide a consistent waste management solution to include recycling, a comprehensive waste collection service and the timely delivery/collection of waste for businesses at the best value and environmental consideration.

Tenderers are requested to set out details on how their proposed waste collection service will cover the following requirements:

* Management of the collection of different waste streams, identifying any key challenges and how these would be overcome.
* Frequency of daily collections and methods to reduce the number of waste vehicles entering the pilot area to collect waste, whilst still providing an efficient and effective waste collection service e.g. application of routing and tracking software.
* Optimal hours of operation i.e. capability to collect waste outside of business hours (8am-6pm)
* Collection of on-street sack waste and arrangements for businesses to order collection sacks.
* Storage space constraints at waste collection points and solutions.
* Control of contamination.
* Collections from the street or from premises, key challenges and how these would be overcome.
* Supply of the preferred container types for specific waste streams.
* Procedures for customer complaints and problem resolution, such as missed collections.
* Account management, detailing roles and responsibilities for team members.

1. Their workforce training standards and HSE compliance

It is also required that tenderers can demonstrate the quality of their workforce standards as set out below:

*Managing employees*

* Suppliers will have clear policies, processes and/or practices in place for dealing with employees in relation to performance, attendance, conduct and employee concerns.

*Training and Skills*

* Staff will be provided with the appropriate training, development and / or qualifications relevant to their role, including customer relations and health and safety training.

*Equality and Diversity*

* Suppliers’ policies and procedures will be consistent with the responsibilities employers have under the Equality Act 2010.

*Health and Safety*

* The supplier will have adequate policies and procedures in place to ensure the health and safety of its workforce and customers in keeping with all legal requirements.
* The supplier will maintain awareness of, and comply with, all relevant elements of HSE waste and recycling container guidance that are applicable to the waste operations being undertaken, these are the HSE documents listed under ‘WISH Guidance’ – currently Waste03 to Waste28 (or any subsequent update).

Tenderers’ are asked to outline how they meet these standards. This should include an overview of any existing standards, policies, procedures and practices already in place and how these relate to each of the standards above.

In addition, any relevant Licences, Accreditations and Standards held by the tenderer in relation to waste management, employee welfare and quality of service, should be included.

**In the tender evaluation, the Quality criteria will make up 20% of the total score.**

* 1. Sustainability Requirement

In line with the waste consolidation scheme objectives, it is necessary for waste to be collected and processed in the most environmentally conscious manner possible. Tenderers are requested to submit a maximum of 6 A4 setting out the following (copies of licences, accreditations, etc can be included in an appendix):

1. Current and proposed vehicle fleet composition for the scheme

Tenderers are requested to detail the vehicles that will be used to make collections in the pilot area and what emissions standards these meet. Hybrid, Electric or other zero-low emission vehicles are considered best, followed by Euro 6 and Euro 5 retrofit, Euro 5 then Euro 4. Vehicles that do not meet Euro 4 standard as a minimum are not considered viable.

Trucks which are equipped with technologies that are used to improve operational efficiency, such as calibration and/or telematics are considered beneficial.

1. Waste collection, segregation and disposal proposals

Tenderers are requested to detail how each of the various waste streams proposed to be collected by the tenderer will be processed from point of collection to end state, including where the waste will be transferred to from the pilot area and where its final destination is, specifically whether this is in the UK or abroad.

If possible, state the end state of each waste stream. End state being: recycled back into manufactured goods, converted to fuel, repurposed in some other way (please specify) or sent to landfill.

Tenderers are also requested to detail methods used to reduce emissions and address environmental concerns (whether by carbon offset or other means).

In addition, any relevant Licences, Accreditations and Standards held by the tenderer in relation to Sustainability should be included.

**In the tender evaluation, the Sustainability criteria will make up 20% of the total score.**

* 1. Business Development Requirement

The success of the waste consolidation scheme is heavily dependent upon the capability of the appointed preferred supplier(s) to retain existing business, maintain a good relationship with the local community and gain new business in the area. Tenderers are requested to submit a maximum of 6 A4 setting out the following:

1. Commercial management

Tenderers are requested to detail previous or existing experience they have of commercial waste management in the area and (if desired) provide customer testimonials from any clients in the area that reflect the quality of customer service provided.

Tenderers are requested to detail their strategy for winning new business in the area (given that most businesses have existing contracts in place), this should include defining what organisational resources would be allocated to engaging with businesses.

1. Social Value

CityCo are committed to increasing Social Value in the Manchester area, to this end, tenderers are asked to detail how their workforce practices and organisational initiatives contribute to the long-term wellbeing and prosperity of individuals and communities in Greater Manchester. Examples of Social Value may take the form of: local jobs created and sustained, engagement with schools and colleges, apprenticeships or placements offered, staff training opportunities, car-sharing and cycle to work schemes, community engagement, helping to improve public spaces such as parks, supporting local charities and community events.

1. Best practice examples

Additionally, CityCo plans to improve waste management operations in the pilot area and the wider city centre through the introduction of innovative consolidation strategies and technologies that reduce the need for large numbers of on street containers and frequent large, diesel truck collections. For example, shared containers for multiple tenants has been suggested as a means to reduce the number of on street containers. Similarly the consolidation of on-street sack waste into shared containers has also been suggested to reduce visible waste and escape of waste.

Tenderers are requested to provide any methodologies currently used by themselves in similar scenarios elsewhere (or considered feasible for implementation in the pilot area) to improve upon the existing waste management operations.

If innovations to waste management are proposed, tenderers must substantiate the feasibility and costs of implementation. For example, if the installation of a waste compactor were to be proposed, the proposal would need to address how this would be realizable for it to count towards the business development criteria.

**In the tender evaluation, the Business Development criteria will make up 20% of the total score.**

1. Company Details
   1. Company Information

Name of Organisation/Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Post Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of person completing this document: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position of person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of years trading: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ years \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ months

VAT Registration Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

State if a member of a group of companies: Yes / No

Give the names and addresses of the parent holding company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. Financial Data

Please state whether a public or private company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please state the registration number under the Companies Act 2006: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please provide banker’s name and address (for reference): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Please provide three years of financial accounts.

CityCo reserves the right to request copies of the full report and audited accounts of the company and any intermediate and parent company undertakings for the last three years.

No. of employees: Current: \_\_\_\_\_\_ 2014: \_\_\_\_\_\_\_2012: \_\_\_\_\_\_\_

Has your organisation/company ever had a contract terminated for breach under the terms of the contract?

Not Applicable / Confirmed

Details (if confirmed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Has your organisation/contract ever not had a contract renewed for failure to perform to the terms of the contract?

Not Applicable / Confirmed

Details (if confirmed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. Insurance Policies

Please give the name of the insurer, policy number, extent of cover, expiry date and provide a copy of your **employer’s liability insurance policy** or other evidence that you have such insurance.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please give the name of the insurer, policy number, extent of cover, expiry date and provide a copy of your **public liability (third party) insurance policy** or other evidence that you have such insurance.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please give the name of the insurer, policy number, extent of cover, expiry date and provide a copy of your **professional indemnity insurance policy** or other evidence that you have such insurance.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please confirm that you will have the above insurance in place should your organisation/company prove to be successful and awarded preferred supplier status.

Confirmed / Not Confirmed

* 1. Business Probity

Please confirm that no Directors, Partners, Associates or the Company Secretary have been involved in the management of any company that been liquidated or gone into receivership.

Confirmed / Not Confirmed

If not confirmed, set out detail below: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please confirm that none of the Directors, Partners, Associates or the Company Secretary have been convicted of a criminal offence relating to the conduct of their business or profession.

Confirmed / Not Confirmed

If not confirmed, set out detail below: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please confirm that neither the organisation/company nor any Directors, Partners, Associates or the Company Secretary have committed an act of grave misconduct in the course of their business or profession.

Confirmed / Not Confirmed

If not confirmed, set out detail below:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please state the name and the title of the person in your organisation/company responsible for financial matters: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. Business Continuity Plan

A Business Continuity Plan provides a best practice framework to minimise disruption during unexpected events that could bring business to a standstill. The document gives a practical plan to deal with most eventualities—from extreme weather conditions to terrorism, IT system failure, and staff sickness. Does your organisation/company have a Business Continuity Plan?

Yes / No

If [Yes], please provide details of the Plan pertaining to waste collection in the pilot area.

1. Schedules
   1. Schedule 1 – Form of Tender

TO BE COMPLETED BY THE TENDERER

To:

Date: [Tenderer to insert date]

PROVISION OF: [Tenderer to insert title of requirements from front sheet of ITT]

To:

From: [Tenderer to insert name of organisation submitting Tender]

Having examined the Invitation to Tender (ITT) and all other Schedules and being fully satisfied in all respects with the Tender Requirements of the ITT. I/We hereby offer to provide waste services to (CLIENT) members as set out in the specification section and hereby attach our proposal and a Schedule of Rates as set out in Appendix 2.

If this offer is accepted I/we will meet with CityCo to draw up documents in the form of a Memorandum of Understanding within 30 days of being called upon to do so.

I/We confirm that I/we agree with CityCo in legally binding terms to comply with the provisions relating to confidentiality set out in the ITT.

Name & job title of person authorised to complete and sign this Form of Tender (block capitals):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Direct Line\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dated\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. Schedule 2 – Requirements Checklist

Before submitting the tender, please check that you have completed and included the following:

* A tender document addressing the scheme requirements as given in Section 4.
* Section 5, Company Details
* Section 6.1 Form of Tender
* Appendix 7.2 and Schedule of Rates [Table 1]
* Copies of any scheme relevant Licences, Accreditations, Memberships or Awards

1. Appendix
   1. Appendix 1a – Manchester City Centre Waste Consolidation Pilot Area

**\*Please Note:** the border of the pilot area comprises four roads: Deansgate, John Dalton St, St Mary’s Gate and Cross Street.

On these four roads, only the businesses located on one side of the street are considered to be part of the pilot area (for example, businesses on the north side of John Dalton St are in the pilot area but businesses on the south side of the street are not). The pilot area is approximately 200m east to west and 330m north to south.

A screenshot of a computer

Description generated with high confidence

Appendix 1b – Known waste collection points / truck stops in the Pilot Area

Following assessment of the area, a number of waste collection points have been identified. Tenderers to use the below as a guide to estimate how many truck stops would need to be made.

The amount of waste containers clustered at each point is approximately indicted by the radius of the circle: Small = 2-5, Medium = 5-20, Large = 20+.

On-street container / bin cluster points are marked in **red**. Known internal bin stores are marked in **blue**. Further, unidentified internal stores may exist. On-street sack waste is not shown.

A close up of a map

Description generated with high confidence

* 1. Appendix 2 – Schedule of Rates

Tenderers are requested to provide the following:

* A set of rates (**Table 1**) that would be offered at the inception of the waste consolidation scheme, if selected as a preferred supplier. \*
* A prospective set of discounts (**Table 2**) that could be applied for each waste stream, if collecting a certain tonnage of that stream were to be achieved in the pilot area per week. \*\*

Tenderers are to complete the 12 white boxes only with the relevant pricing information in pounds sterling. Prices to be exclusive of VAT.

Services that are not requested for each waste stream are marked by grey boxes. These should be left blank unless a tenderer does not offer collection of a waste stream in one of the container sizes specified by a white box white. If the requested size is not offered, please provide the rate for closest size offered in the appropriate box and state the size clearly.

|  |  |
| --- | --- |
| **Tenderer's Company** |  |
| **Person completing this form and contact information** |  |
| **Date of completion** |  |

*\* Tenderers are to use the Waste Estimates given in Section 1 and the information in Appendix 1 to inform the rates.*

*\*\** ***Discounted rates provided will be used for information only and will not factor into the tender evaluation scoring criteria****.* *The discounted rates will be used to inform the view that, over time, preferred supplier(s) will be able to offer reduced rates to businesses in the area (as the costs per tonne associated with collecting waste in the area will decrease due to economies of scale). These cost reductions should result in corresponding price reductions offered to businesses in the area. By offering lower prices compared to non-preferred suppliers, it is intended that businesses in the area will be encouraged to sign up to the preferred supplier(s). By collecting a higher proportion of total waste, it should be feasible for the overall number of refuse vehicles entering the area to be reduced, thus fulfilling the primary objective of the scheme.*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Table 1** | | | | | | | | |
| **Collection Method** |  | **Container Capacity** | **General** | **DMR** | **Food** | **Glass** | **Paper & Card** | **Confidential** |
| **Sack** | **Image result for refuse bag icon** | **Sack** |  |  |  |  |  |  |
| **Wheelie Bin** |  | **120L**  **(console)** |  |  |  |  |  |  |
| **240L** |  |  |  |  |  |  |
| **360L** |  |  |  |  |  |  |
| **Container** |  | **660L** |  |  |  |  |  |  |
| **1100L** |  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Table 2** | | |
| **Waste Stream** | **Tonnage per week at which the discount would become viable** | **Percentage (%) discount on the rates given in [Table 1]** |
| General commercial waste (1100L) |  |  |
| Dry Mixed Recycling (1100L) |  |  |
| Food (240L) |  |  |
| Glass (360L) |  |  |
| Paper & Cardboard (1100L) |  |  |
| Confidential waste (120L) |  |  |

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