

I would be most grateful if you would provide me, under the Freedom of Information Act, details in respect to the recycling of paper and cardboard waste contracts.

- | | |
|--|--|
| 1) What are the contractual performance KPI's for this contract? | <p>Percentage of requested loads collected per week (%)</p> <p>Percentage of paper/card accepted and processed (%)</p> <p>Percentage of waste removed during processing (%)</p> <p>Percentage of paper sold/recovered (%)</p> <p>Number of loads sampled/monitored</p> <p>Month Reporting and Data Quality Monthly report on time and complete</p> <p>Contingency -No of days service unavailable</p> <p>Social Value and Community Wealth Building Annual Progress Report</p> |
| 2) Suppliers who applied for inclusion on each framework/contract and were successful & not successful at the PQQ & ITT stages | <p>Link Paper Recycling Ltd – successful</p> <p>Saica – unsuccessful</p> <p>Recycling Lives – unsuccessful</p> |
| 3) Who is the current supplier? | <p>Link Paper Recycling</p> |
| 4) Actual spend on this contract/framework (and any sub lots), from the start of the contract to the current date | <p>Net Income £152,144.39</p> |
| 5) Are there any processing facilities or MRFs utilised within the contract if so what the names and addresses? | <p>Link Paper Recycling Ltd, Cale Lane, Aspull, Wigan</p> |
| 6) How is your fibre processed (baled or loose)? | <p>Loose</p> |
| 7) Where is the end destination of the fibre? | <p>The following end destinations have been used:</p> <p>DS Smith</p> <p>Saica</p> <p>Romily Board Mill</p> <p>Paperlink</p> <p>ADR</p> |
| 8) What is your current collection method (dual stream, single source, kerbside sort or comingled) | <p>Paper and card co-collected</p> |
| 9) What tonnage per year do you produce by fibre grade? | <p>Approximately 12,000 tonnes</p> |
| 10) Start date & duration of framework/contract? | <p>May 2022-April 2024</p> |
| 11) Could you please provide a copy of the service/product specification given to all bidders for when this contract was last advertised | <p>See attachment</p> |

- | | |
|--|--|
| 12) Is there an extension clause in the framework(s)/contract(s) and, if so, the duration of the extension? | 2 possible extension of two years each |
| 13) Has a decision been made yet on whether the framework(s)/contract(s) are being either extended or renewed? | No |
| 14) Who is the senior officer (outside of procurement) responsible for this contract? | Dave Lyon |
| 15) Are there any plans to change the existing service? | No |



Places Directorate

Haulage and Treatment of Paper and Card (two years with an option to extend for two further periods of 2 years each)

INVITATION TO TENDER

CONTACT OFFICER:

Peter Davies
Waste Contract Officer
Directorate of Places: Environment
Wigan Council
Makerfield Depot
Makerfield Way
Ince
Wigan
WN2 2PR
Email: P.Davies@wigan.gov.uk
Tel: 01942 705129

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1 INVITATION TO TENDER

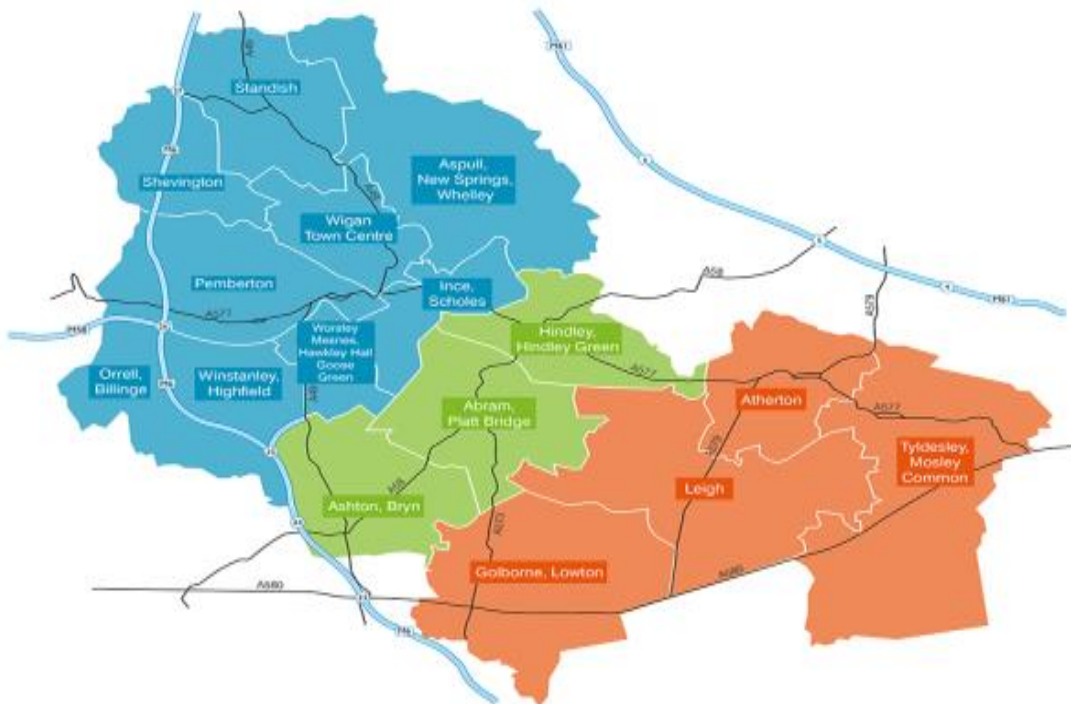
You are invited to tender for the Haulage and Treatment of Paper and Card Waste under the terms and instructions set out in this document.

1.1 Background

Wigan is a metropolitan borough of Greater Manchester and is the most north western in Greater Manchester. It has borders with other Greater Manchester boroughs, Cheshire, Merseyside and Lancashire and occupies an enviable geographic position, lying between the major cities of Manchester and Liverpool on the West Coast Main Line surrounded by the motorway network including the M6, M58, M61 and in close proximity to the M60 and M62.

Wigan Borough is the 9th largest metropolitan borough in England covering an area of 77 square miles (200 km²).

Our population is 324,700, and this is expected to grow to 346,300 by 2030.



Wigan experienced dramatic expansion during the industrial revolution with the development of major mills and a coal mining district. The historic towns and villages which grew during this period punctuate the landscape and residents enjoy a significant ‘Greenheart’ area, with 70 percent of Wigan’s 77 square miles consisting of expansive countryside. Spanning the length and breadth of the borough, this area includes stunning parks, woodlands, wetlands, canals and green space, rich in flora and fauna.

Wigan has a strong sporting tradition, embedding passion and belief within the fiercely proud local population. The amateur sports scene is particularly prevalent in Wigan and Leigh, with a wide range of sports clubs ensuring that people are able to engage in regular physical activity to improve health and wellbeing.

1.2 The Deal 2030

Wigan Council's vision for the Borough can be described in three major ambitions:



To help us achieve this vision Wigan is working together with communities to deliver The Deal 2030. More information on this can be found on our web site:

<https://www.wigan.gov.uk/Council/Strategies-Plans-and-Policies/Deal-2030.aspx>

Our Deal principles – Different conversations, Empowered Communities, Fair and inclusive, Core Behaviours, Working together, and Freedom and Permission to Innovate – reflect the forward thinking of Wigan Council in its modern environment.

Wigan Council is also committed to tackling economic inequality locally and creating a fairer borough through its approach to Community Wealth Building. More details about this can be found on our website at:

<https://www.wigan.gov.uk/Council/The-Deal/Community-Wealth-Building.aspx>

1.2 The Contract Background

We want to make Wigan 'an environment to be proud of' so it is important that we recycle as much paper and card as possible. We therefore wish to see submissions that will help us to deliver this aim. Overall, therefore we wish to see;

- a) high recycling rates;
- b) the most economically advantageous solution for treating paper and card waste; and
- c) a sustainable environmental solution for the management of paper and card waste

The Scope of the Service

The Council are seeking to appoint a suitably qualified and experienced provider to manage the Haulage and Treatment of the kerbside collected paper and card for 2 years with an option to extend for two further periods of 2 years each.

Wigan Waste Collection

Currently, Wigan's waste collection service operates on a 4 day (Tuesday to Friday) shift pattern working from 6:30 am to 16:30 pm each day. Collection will sometimes move one day forwards or backwards for bank holidays. Seven Refuse Collection Vehicles (RCVs) are routinely used to collect paper and card waste, which are supported by a spare or contingency vehicle on certain days. The paper/card collection is part of a four-stream collection system, whereby paper/card; commingled glass, metal and plastic packaging; and residual waste are collected on a rotating 3 weekly basis, and organics (food and garden waste) is collected on a fortnightly rota.

Over the full year 2020/21 we collected 12,062 tonnes of paper/card but over previous years around 11,000 tonnes have been collected per annum.

Transfer of waste

The RCVs deliver paper/card waste directly into Wigan's Kirkless Transfer facility located on Makerfield Way, Ince, Wigan. The facility is owned by Wigan, and operated by FCC Environment under a 25-year contract. In addition to managing the transfer station the contract also covers the three Household Waste Recycling Centres (HWRCs) and disposal of residual waste. The paper/card waste will be received, handled and transferred from Wigan into the paper/card contract by FCC.

The paper/card is stored for collection in covered bays and will need to be collected daily in order to ensure there is sufficient room to tip and the quality of the paper does not degrade. Approximately 50 tonnes are collected per day, equivalent to two to three haulage vehicles. The quantity collected may rise to around 75-80 tonnes for three to four weeks after Christmas.

Currently the contract is managed by Link Paper Recycling. Under those arrangements we may inform Link of our requirements on a daily basis. However, we accept that some hauliers will require a weekly haulage schedule.

Collection Times

The collection times are not restricted. However, the Provider should be aware that at peak tipping times the RCVs will be given priority. The graph below shows the tipping times. The site will usually become very busy around dinner time 11:00 -12:30, and late afternoon 14:30 - 16:30 pm.

Therefore, the Provider should endeavour to collect before 11am, and between the hours of 12:00 to 14:00 before the peak afternoon tipping time, or after 16:30. Vehicles may be loaded up to 18:00 pm. However, the provider should allow at least 45 minutes before site closure for loading.

Figure 1: Pre-Covid RCV Tipping Times (2017/18)

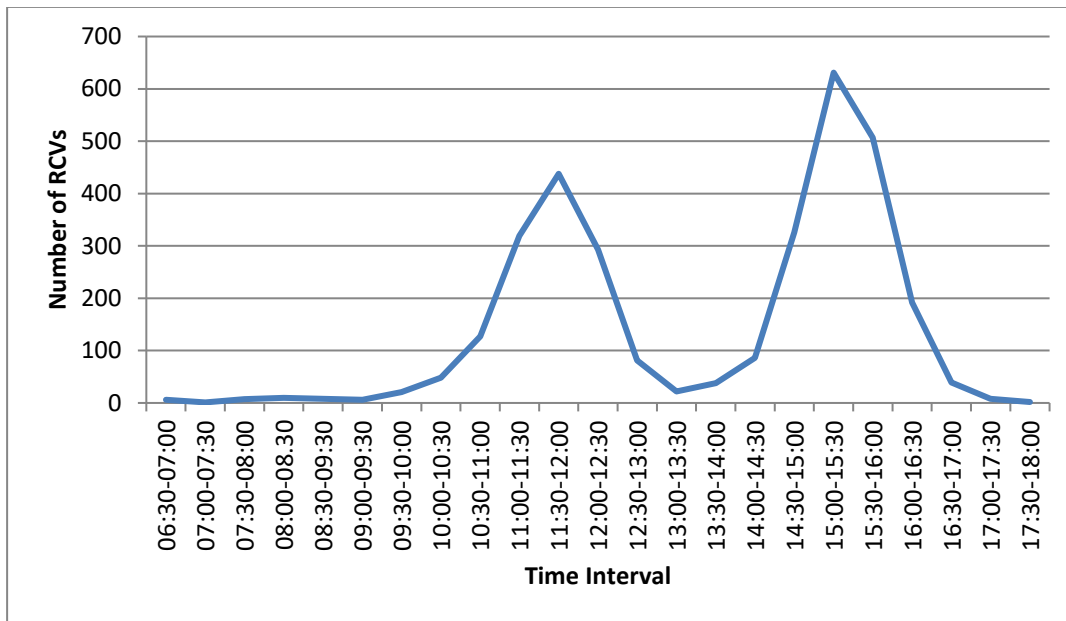
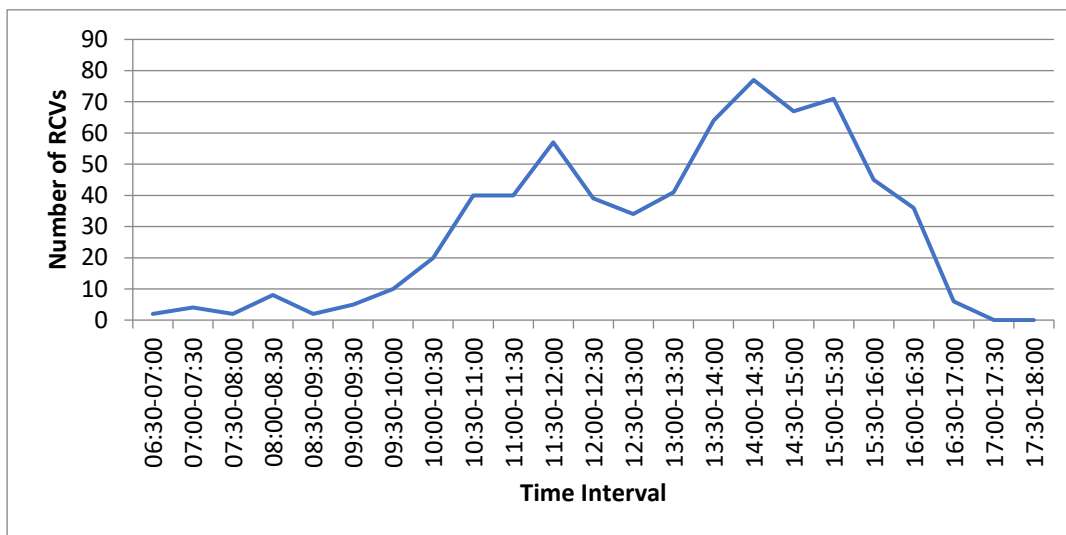


Figure 2: Post Covid Tipping Times (Apr-Jun 2021)



Paper and Card Treatment

Currently, the paper and card is taken to Link Paper Recycling Ltd, where contamination is removed and the mixed paper baled for sale to a variety of markets depending on the demand at the time. Following installation of a sorting line it is expected that the papers will be split into different fractions depending on the best option for marketing the material at that time.

Paper and Card Waste Data

During the last full year (2020/21) 12,062 tonnes of paper/card waste were collected, and approximately 11,000 tonnes were collected in each of the preceding three years. We would expect subsequent years to be broadly similar.

The quantity of paper to be collected is consistent throughout the year. There is usually a slight dip during the summer period and the quantity rises from October through to December, with significantly higher quantities (around an additional 50%) collected in January as shown in figure 3 below.

More detail is provided in Table 1 and Table 2 with respect to the monthly, weekly and daily quantity of waste collected over recent years.

Table 1 Monthly Quantity (tonnes) of Paper/Card Collected in 2016/17,2017/18, 2018/19 and 2019/20

Year	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL
16/17	863	890	902	836	899	889	797	903	937	1092	818	941	10,767
17/18	807	921	835	821	921	919	920	1000	1006	1226	857	912	11,145
18/19	901	978	832	838	980	807	898	914	928	1182	853	883	10,965
19/20	851	998	798	933	906	815	952	908	1021	1190	818	905	11,095
20/21	1038	941	1004	1061	862	964	983	766	842	1379	1112	1112	12,062

Figure 3: Seasonal variations in waste paper and card arising

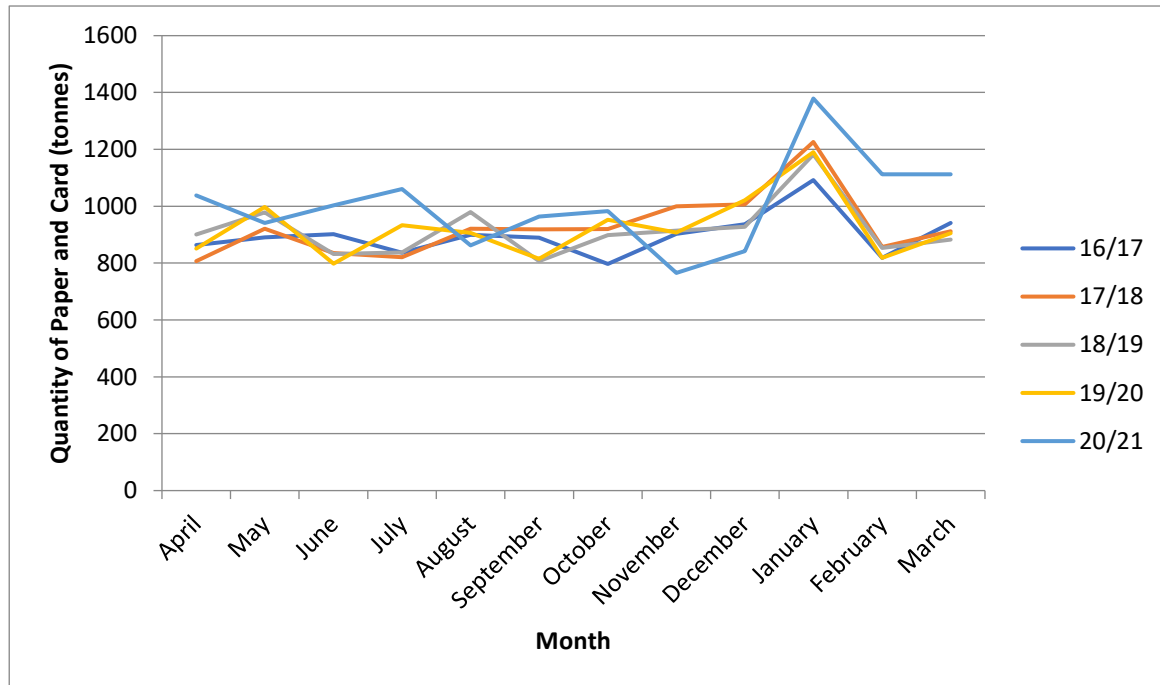


Table 2 Weekly and Daily Quantity (tonnes) of Paper and Card collected by Wigan

Week	2019							2020						
Number	Mon	Tue	Wed	Thu	Fri	Sat	Total	Mon	Tue	Wed	Thu	Fri	Sat	Total
1	0.28	0	75.33	61.56	68.3	74.98	280.45	67.12	53.28	0	52.54	70.82		243.76
2	0.08	71.26	64.64	64.1	70.1	0	270.18	0.7	60.5	84.58	81.46	75.14		302.38
3	0.22	58.2	80.12	75.18	65.54	0	279.26	0.56	89.12	69.16	61.54	54.92	11.64	286.94
4	0	64.24	51.58	50.58	57.32	0	223.72	7.76	60.12	59.78	65.82	53.86	6.24	253.58
5	0.32	50.9	34.26	48.5	44.68	12.7	191.36	0.52	54.46	55.62	57.92	55.34	1.36	225.22
6	0.38	48.1	55.38	58.8	58.02	0	220.68	0.58	58.3	48.98	49.1	52.12	0	209.08
7	0.22	57.22	50.42	50.96	52.56	0	211.38	0.88	47.48	42	47.48	49	0	186.84
8	0.28	52.82	49.06	48.16	49.52	0	199.84	0.56	46.7	55.56	57.46	52.24	0	212.52
9	0.24	49.36	55.94	58.32	54.04	0	217.9	0.42	50.82	56.78	48.28	52.02	0	208.32
10	0.24	64.18	49.44	48.06	51.62	0	213.54	0.22	55.08	49.6	48.32	50.54	0	203.76
11	0.1	52.48	45.42	45.5	45.94	0	189.44	0.6	50.2	52.26	64.22	54.44	0	221.72
12	0.72	47.7	54.58	60.88	47.96	0	211.84	0.18	57.22	50.3	41.38	62.96	0	212.04
13	7.8	53.84	46.68	56.02	49.72	0	214.06	0.32	36.38	70.14	39.12	59.2	8.12	213.28
14	0.16	54.92	48.98	47.7	49	1.54	202.3	0.28	53.66	62.28	64.08	59.3	0.26	239.86
15	0.22	48.78	54.42	56.66	54.18	0	214.26	53.5	47.38	44.16	53.62	0	0	198.66
16	45.12	38.76	45	47.94	0	0	176.82	0.78	53.36	53.1	46.44	65.86	0	219.54
17	0.32	54.48	48.2	48.7	51.9	0	203.6	0.02	54.7	65.36	64.04	60.06	0	244.18
18	0.52	53.86	58.1	63.14	56.04	0	231.66	0.78	64.45	59.14	58.38	65.86	0	248.61
19	0.2	59.84	62.06	53	57.9	0	233	0.64	53.1	56.06	53.12	54.58	0	217.5
20	0.08	50.44	43.24	44.18	47.36	0	185.3	1.2	52.02	58.56	61.18	55.64	0	228.6
21	0.54	43.92	53.27	54.26	53.08	0	205.07	0.36	55.48	47.54	64.92	56.58	0	224.88
22	0.48	51.84	48.64	47.18	48.76	0	196.9	0.1	54.06	47.34	49.34	49.62	0	200.46
23	0.42	51.74	44.1	46.32	47	0	189.58	0.2	56.56	55.28	64.4	52.8	0	229.24
24	0.58	47.78	51.72	68.24	50.38	0	218.7	0.3	65.5	55.6	54.1	56.7	0	232.2
25	0.46	55.72	47.62	49.96	48.62	0	202.38	0.32	61	52.38	54.04	60.32	0	228.06
26	0.36	53.12	45.54	44.9	43.58	0	187.5	0.24	54.06	53.82	72	60.88	0	241
27	0.34	47.3	55.76	55.64	54.28	0	213.32	0.52	72.66	57.42	40.32	59.32	0	230.24

Week	2019							2020						
Number	Mon	Tue	Wed	Thu	Fri	Sat	Total	Mon	Tue	Wed	Thu	Fri	Sat	Total
28	0	55.84	51.48	47.7	47.12	0	202.14	0.14	53.2	67.14	40.1	67.9	0	228.48
29	0.22	51.02	46.78	46.62	49.76	0	194.4	3.24	53.48	62.42	63.42	59.1	0	241.66
30	0.22	44.74	52.56	56.8	57.54	0	211.86	0.04	59.84	53.48	44.04	60.44	0.02	217.86
31	0.52	54.06	50.7	49.36	50.34	0	204.98	0.3	62.9	48.98	52.26	46.54	0	210.98
32	0.52	50.14	45.54	46.18	43.74	5.66	191.78	0.28	47.48	58.6	61.48	52.08	0	219.92
33	0.54	49.12	56.8	57.43	56.68	0	220.57	0.28	52.06	50.3	48.06	52.28	0	202.98
34	0	55.44	50.86	48.1	51.46	0	205.86	0	52.34	51.04	47.58	51.72	0	202.68
35	0.28	49.68	41.6	47.04	49.98	0	188.58	0.2	51.24	59.18	67.44	56.26	0.42	234.74
36	0.36	46.8	55.2	58.24	53	0	213.6	0.26	50.48	62	50.4	55.78	0	218.92
37	0.02	57.78	46.88	48.72	49.32	0	202.72	0.3	60.68	49.46	46.9	52.42	0	209.76
38	0.24	49.82	44.48	40.74	49.92	0	185.2	0.02	50.62	58.16	61	55.76	0	225.56
39	0.34	49.48	50.5	59.18	53.34	0	212.84	0.04	56.6	52	47.8	46.29	0	202.73
40	0.3	41.64	59.84	54.28	53.32	0	209.38	0.36	50.09	48.48	41.92	55.74	0	196.59
41	0.44	50.48	45.2	49.62	47	0	192.74	1.28	51.02	59.62	62.3	57.82	0	232.04
42	0.02	48.58	55.86	59.26	52.88	0	216.6	0.44	59.5	58.48	40.76	57.06	0	216.24
43	0.46	52.7	46.96	39.9	44.58	1.28	185.88	0.58	54.52	49.86	45.16	60.12	0	210.24
44	0.22	48.36	53.2	46.36	48.38	0	196.52	0.44	53.18	59.82	62.42	50.5	0	226.36
45	0.44	49.52	55.3	57.86	54.68	0	217.8	0.7	63.48	48.44	55.86	59.12	0	227.6
46	0.24	55	69.04	41.42	51.64	0	217.34	0.44	59.46	51.98	54.62	46.68	0	213.18
47	0.54	53.92	46.1	45.94	57.08	0	203.58	0.04	68.48	62.3	67.06	69.74	0	267.62
48	0.46	52.54	57.6	61.68	54.22	0	226.5	0.08	66.08	60.8	54.06	72.52	0	253.54
49	1.86	49.94	61.34	45.4	60.58	0	219.12	0.42	51.52	71.94	56.82	55.94	0	236.64
50	0.34	49.66	55.34	44.68	62.38	0	212.4	0.72	58.76	68.72	78.14	65.32	0	271.66
51	0.6	55.48	60.54	64.22	61.14	0	241.98	0.56	49.08	85.82	53.78	65.2	0.66	255.1
52	46.44	61.46	0	0	56.84	62.64	227.38	56.8	49.2	58.82	60.92	0	0	225.74
53								0	72.2	76.66	52.24	0	40.04	241.14

Waste Removed

The table below summarises data relating to recent years. The current contractor has been in place since Nov-19. Generally, the contractor will be required to remove 2-3 loads per day, which can increase to around 4 in January. However, we do not collect waste from residents on Monday's so in reality the off-taker's collections are weighted towards the second half of the week (Wed-Fri). Most of whatever is left at the end of the week will be cleared on Monday, leaving little or no material available for collection on Tuesday morning. However, there will be material available from Tuesday afternoon.

The type of trailer used is important. We require a walking floor trailer which can be loaded unrestricted by a front-end loader to achieve a reasonable payload. Higher payloads of 18-19 tonnes have been achieved historically, though average payloads with the current contractor are around 16 tonnes. This is may, in part, be due to more cardboard, or the fact there is only a short haulage distance is making payloads less critical.

Table 3: Quantity of Paper and Card Removed

Month	Average Payload (tonnes)	Maximum Payload (tonnes)	Quantity Paper and card removed (Tonnes)	Quantity Direct Tipped (tonnes)	No of loads	Average number of loads per day.
Jan-18	17.5	23.0	1483.5		85	3.9
Feb-18	15.7	19.3	611.4		39	2.2
Mar-18	16.4	21.5	999.3		61	2.9
Apr-18	16.8	20.7	971.9		58	2.9
May-18	15.7	18.7	877.7		56	2.8
Jun-18	13.8	18.2	894.8		65	3.1
Jul-18	15.9	19.9	792.9		50	2.3
Aug-18	16.7	21.1	867.2		52	2.7
Sep-18	18.0	20.8	974.5		54	2.8
Oct-18	19.0	22.6	761.9		40	2.0
Nov-18	17.2	21.0	944.56		55	2.5
Dec-18	18.3	21.8	1004.89		55	2.6
Jan-19	17.3	21.6	935.52		54	2.6
Feb-19	17.4	23.1	783.7		45	2.1
Mar-19	16.3	19.4	868.26		53	2.3
Apr-19	15.4	20.6	925.10		60	2.7
May-19	14.5	18.84	983.56		68	3.0
Jun-19	16.5	21.74	775.72		47	2.4
Jul-19	17.0	24.04	919.56		54	2.3
Aug-19	17.9	21.3	947.32		53	2.4
Sep-19	17.9	21.2	877.52		49	2.3
Oct-19	20.3	24.9	954.18		47	2.1
Nov-19	16.9	19.7	642.66		39	1.9
Dec-19	18.2	21.7	981.81	5.4	54	2.6
Jan-20	18.3	22.9	1243.76		69	3.0
Feb-20	17.6	22.3	825.86		47	2.4
Mar-20	17.3	20.4	914.28		53	2.5
Apr-20	14.9	17.24	579.6		39	1.8
May-20	13.4	16.3	949.6		71	3.4
Jun-20	14.9	20.5	986.66		66	3.0
Jul-20	16.0	20.6	1005.78		63	2.7

Aug-20	15.5	22.68	807.38		52	2.6
Sep-20	16.0	20.04	976.24		61	2.8
Oct-20	16.9	22.7	1028.48	6.64	61	2.8
Nov-20	15.9	20.4	762.84	208.8	48	2.4
Dec-20	15.8	19.8	822.02	339.04	52	2.3
Jan-21	17.14	23.4	1268.68	110.14	74	3.5
Feb-21	15.3	19.8	843.08	103.86	55	2.8
Mar-21	13.9	18.0	1085.32	36.28	78	3.5
Apr-21	11.9	16.4	822.02		74	3.4
May-21	13.0	16.6	977.56	21.26	75	3.8
Jun-21	13.1	18.1	943.88	13.9	72	3.1
Jul-21	13.8	18.7	964.68	26	70	3.2
Aug-21	14.9	18.2	847.00	37.38	57	2.6

Waste Composition

The data below summarise the paper composition and quality. Between April 2018 and the end of November 2018 line performance data was provided, then from December 2018 until the end of the year gravimetric data was used. Prior to January 2019 we employed a full-time team of pickers, who hand-picked the waste after it has been tipped on the ground and spread out. This removed around 1% of the waste contamination.

At the start of the existing contact (November 2019) contamination rose from an average of c. 5% to c. 8%. This may, in part, be due to differences in the sampling methodology but also mirrors a national trend where contamination has increased in recent years related to covid-19 since there has been increase household waste arising and recurring issue with staff shortages increasing pressure on crews.

Table 3: Wigan Council Paper and Card Composition and Quality

Month	Volume (tonnes)	Quality data from actual line performance, by month								Total contamination (including waste removed by Wigan)
		N&P		Mixed papers		OCC		Waste		
		Weight (t)	Avg composition (%)	Weight (t)	Avg composition (%)	Weight (t)	Avg composition (%)	Weight (t)	Avg composition (%)	
Apr-18	970.44	358.26	36.92%	559.00	57.60%	0.00	0.00%	53.18	5.48%	6.78%
May-18	896.14	318.18	35.51%	543.07	60.60%	0.00	0.00%	34.89	3.89%	5.27%
Jun-18	900.50	337.14	37.44%	529.95	58.85%	0.00	0.00%	33.41	3.71%	4.72%
Jul-18	790.24	314.86	39.84%	447.47	56.62%	0.00	0.00%	27.91	3.53%	4.72%
Aug-18	851.58	323.49	37.99%	498.14	58.50%	0.00	0.00%	29.95	3.52%	4.44%
Sep-18	954.62	366.50	38.39%	554.91	58.13%	0.00	0.00%	33.21	3.48%	4.20%
Oct-18	764.80	287.51	37.59%	447.38	58.50%	0.00	0.00%	29.91	3.91%	4.78%
Nov-18	875.64	349.62	39.93%	491.44	56.12%	0.00	0.00%	34.58	3.95%	4.14%
Dec-18	1119.90	392.14	35.02%	470.08	41.98%	235.19	21.00%	22.49	2.01%	2.34%
Jan-19	994.94	263.50	26.48%	407.19	40.93%	247.56	24.88%	76.69	7.71%	7.90%
Feb-19	725.22	200.80	27.69%	281.96	38.88%	203.80	28.10%	38.66	5.33%	5.33%
Mar-19	837.90	289.57	34.56%	289.41	34.54%	214.90	25.65%	44.01	5.25%	5.25%
Apr-19	925.10	313.19	33.85%	303.63	32.82%	225.22	24.35%	83.06	8.98%	8.98%
May-19	1019.36	387.10	37.97%	321.50	31.54%	260.14	25.52%	50.63	4.97%	4.97%
June-19	750.50	312.57	41.65%	254.16	33.87%	157.81	21.03%	25.96	3.46%	3.46%
Jul-19	919.56	346.00	37.63%	222.09	24.15%	305.38	33.21%	46.09	5.01%	5.01%
Aug-19	947.32	334.64	35.32%	325.12	34.32%	240.57	25.39%	47.00	4.96%	4.96%
Sep-19	877.52	351.23	40.03%	304.41	34.69%	185.14	21.10%	36.73	4.19%	4.19%
Oct-20	954.18	336.64	35.28%	336.93	35.31%	208.06	21.80%	72.55	7.60%	7.60%

Nov-19	642.66							87.88	9.77%	
Dec-19	987.21							90.9	10.02%	
Jan-20	1243.76							120.33	9.67%	
Feb-20	825.86							66.73	8.08%	
Mar-20	914.28							76.26	8.34%	
Apr-20	1039.5							89.43	8.60%	
May-20	949.6							77.68	8.18%	
Jun-20	986.66							82.51	8.36%	
Jul-20	1005.78							85.38	8.49%	
Aug-20	807.38							68.46	8.48%	
Sep-20	976.24							82.40	8.44%	
Oct-20	1035.12							84.42	8.16%	
Nov-20	971.64							79.52	8.18%	
Dec-20	1161.06							104.75	9.02%	
Jan-21	1378.82							120.27	8.72%	
Feb-21	946.94							83.71	8.84%	
Mar-21	1121.6							99.85	8.90%	
Apr-21	882.02							79.06	8.96%	
May-21	998.82							92.09	9.22%	
Jun-21	957.78							89.91	9.39%	
Jul-21	990.68							82.82	8.36%	
Aug-21	884.38							78.36	8.86%	

Shaded area denotes line performance data

Clear area denotes gravimetric data

Wigan has a procedure in place to control contamination at the point of collection. Collection crews are required to lift the bins to visually check for contamination.

The crew may either:

- 1) Accept and tag the bin with an advice hanger if the contamination can be processed by the offtaker, and record the incident on the incab technology, or
- 2) Reject and tag the bin if it contains items that are prohibitive or cannot be processed by the offtaker, and record the incident on the incab technology

Where bins have been rejected, a three staged process is followed. The first time a bin has been rejected from a property an educational letter is automatically sent advising the resident to remove the contamination. The letter also provides further details of what can and cannot be accepted in the recycling. Where the contamination has not been remedied, or the resident contaminates the bin again within 12 months, the resident will be issued with a Section 46 Notice (Environmental Protection Act 1990) explaining to the resident how they must present their bins for collection, and the consequences of not complying with those directions. If the resident contaminates their bin a third time within 12 months the householder will receive a visit from an enforcement officer, and where appropriate a fixed penalty may be issued. After 12 months the householder receives a clean slate.

We replaced the incab technology during April/May 2021. Due to the fact the old system was due to be replaced the old system had not been installed in new vehicles or adequately maintained in some other vehicles. This led to a situation where it was not used consistently across crews. That situation has now been rectified, which should help to both control contamination and inform targeted campaigns.

1.3 The Specification

The Provider will be expected to collect the Kerbside Collected Paper and Card Waste from Kirkless Waste Transfer Station, and transfer it to its own facility for treatment, unless an option for Wigan's RCVs to directly tip has been agreed. It is vital to the continued operation of Wigan's waste collection service that the requested quantity of paper is removed from the Transfer Station daily.

Wigan's Kerbside collections take place Tuesday to Friday, except on some bank holidays when collection may be moved earlier or later by one day.

This specification is split into the following parts:

- a) Part A – Transportation;
- b) Part B - Treatment Requirements;
- c) Part C – Contract Management and Quality Assurance;
- d) Part D – Business Continuity
- e) Part E – Transitional Arrangements for Mobilisation and Exit Planning; and
- f) Part F – Social Value and Community Wealth Building.

The following definitions shall apply:

Paper and card collected Waste includes all paper and card waste collected by (or on behalf) of Wigan Council.

Recyclable paper and card include newspapers, magazines (with or without glue), leaflets, envelopes, telephone directories/catalogues, wrapping paper (non-foil/plastic film), office paper, greeting cards (excluding glitter) paper, including labels, adhesives, but excludes cartons.

Non-recyclable/unwanted paper and card– items that may consist wholly or partly of paper/card but are either not recyclable, or may be easily mistaken by the householder as being made of paper/card such as cartons, books, plastic/foil wrapping paper, cards with glitter, wet/deteriorated paper with a moisture content exceeded 15%, or soiled paper.

Contamination (non-paper components) includes any non-paper item that may not be recycled into new paper and card-based products.

Non-acceptable/prohibited items – includes any items that the facility may not legally accept into the process such as hazardous material, medical waste.

Detrimental materials – are contaminants which are detrimental to the sorting or recycling process such as glass, full bin bags, wires that need to be stopped at source or usually require manual removal prior to mechanical sorting.

PART A – Transportation

The Provider shall collect the full number of loads requested by the Council on a daily basis from the Kirkless Waste Transfer Facility (K1) during its operational hours (See Conditions of Contract). Alternatively, the provider may offer a direct tipping option. Even where a direct tipping option is provided it is likely that some material will need to be collected. Wigan Council will request the number of vehicles required for each day of the week by 12:00 pm the preceding Friday. If any changes are required during the week then Wigan Council will inform the Provider the day before collection.

If, for whatever reason, the Provider does not fulfil the full number of collections required then they should inform Wigan Council at the earliest opportunity. Unless otherwise agreed, the provider should reschedule the collection for the following day.

Wigan Council understands that the provider may not be able to control all aspects of haulage (traffic delays etc) but reserves the right to arrange alternative transport charged to the contractor where our storage capacity is exceeded, or less than 85% of the collections requested have been completed for each of the preceding four weeks.

The Address is:

Waste Transfer Station
FCC Environment
Makerfield Way
Higher Ince
Wigan.
WN2 2PR

If for any reason the Kirkless facility becomes unavailable then the Provider will be expected to collect the paper/card waste from another nominated facility, so as long as it is within a 10 mile radius of the Kirkless Facility, Ince, Wigan.

The provider will need to have sufficient vehicles available to collect the waste at the optimum collection times (shown in the table below). The Provider may collect waste at any time but target turnaround times will not apply at busy periods since the RCVs will have priority.

The optimum collection times are

Table S1: Collection window and optimum collection times

Collection Window		Estimated Loading Time	Target Turnaround Time
Morning	07:00 am – 11:00 am	30-35 mins	1 hour
Afternoon	12:00 pm – 14:00 pm 16:30 pm – 18:00 pm	30-35 mins	1 hour

If, for whatever reason, the target turn-around time is exceeded the Council will not be liable for any cost incurred by the contractor, unless a persistent failure of plant equipment is not addressed, or structural damage to the facility hinders loading.

The waste may only be collected during site opening hours. The site's opening hours are 7:00 am to 18:00 pm (Monday to Friday). Vehicles should arrive before 17:15 pm to be loaded in time. The site has permission to open at weekends, so collections may be arranged with prior agreement conditional on availability of a shovel driver. If the tenderer is aware of any circumstances where weekend collections are planned, then details of the frequency should be provided in the submission.

The Provider should endeavour to collect waste between:

- a) 7:00 am to 11:00 am;
- b) 12:00 pm to 14:00 pm, or
- c) 16:30 to 18:00 pm.

A walking floor vehicle shall be used, which should be able to achieve a payload of 16 tonnes.

The Paper and Card Waste shall be taken directly to the Provider's Paper and Card Waste Treatment or Sorting Facility. Where further transfer is required, for example, the waste goes into a contingency transfer station then traceability to the point of sorting or treatment shall be maintained. Where feasible, the paper and card should be kept separate from any material not destined for the same sorting plant.

The haulier is generally expected to deliver the material to the treatment facility in the same vehicle on the same day as it is collected. Where the load has not been delivered in the same vehicle or on the same day then this shall be reported in the monthly report.

A single point of contact (with appropriate cover for absences) is required for all haulage matters to ensure a timely response to arranging collection, and dealing with any notifications, or unforeseen circumstances.

The Contractor should consider any routes that may not be suitable for HGVs, and Wigan council may direct the contractor to use alternative routes to and from the site where complaints are received or the road is determined unsuitable.

The Provider will need to provide and maintain a transportation plan that includes:

- a) The name of the company that will undertake the transportation;
- b) Evidence of appropriate
 - i. Waste Carriers Licences; and
 - ii. Operator Licence for the named company;
- c) Evidence of:
 - i. Vehicle Insurance;
 - ii. Public Liability Insurance; and
 - iii. Employers liability insurance for the named company.
- d) Detail of the type of vehicles used that must include:
 - i. auto-sheeting (manual sheeting may be allowed where contractors or vehicles are not relied upon a regular basis);
 - ii. on-board weighing;
 - iii. walking floor/ejector that may tip inside a building;
 - iv. appropriately sealed to meet legal requirements; and
 - v. vehicle tracking would be desirable to know when vehicles may arrive or resolve disputes but is not an essential requirement
- e) Vehicle and staff resourcing to deliver this service;
- f) Health and safety in terms of Risk Assessment's and Safe Working Procedures;
- g) An outline plan to meet the daily waste vehicle movements accepting daily and seasonal variances will occur; an
- h) Any measures to mitigate the impact of the Greater Manchester Clean Air Zone Proposals.

The provider will need to ensure that the following information is recorded at the weighbridge for each delivery, and provided with the monthly report.

- a) Date;
- b) Weighbridge ticket number of the receiving facility;
- c) Weighbridge ticket number of the Kirkless facility;
- d) Vehicle registration;
- e) Quantity paper/card received;
- f) Total vehicle weight and tare weight; and
- g) Time in.

If the Provider is allowing Wigan Council to tip directly into their own facility, then the provider will need to record and provide the following on a daily basis in excel format:

- a) Unique reference/Weighbridge ticket number
- b) Date;
- c) Vehicle registration;
- d) Quantity paper/card received;
- e) Time in and time out
- f) Total vehicle weight and tare weight;
- g) Round reference number displayed in the RCV.

The target turnaround time for an RCV tipping is 5 minutes, but should take no longer than 15 minutes. If queuing, the seven paper RCVs should be turned around within a target of 45 minutes but take no longer than one hour. The vehicles should be able to tip between the hours of 8.00 am to 17:00 pm.

It is understood that the system and reporting will have to integrate into the Providers existing systems and process, so the exact format of reporting will be jointly agreed.

The Greater Manchester Clean Air Zone

The GM Clean Air Zone is expected to commence in May 2022 and therefore any costs associated with the Zone shall be included in the contract price.

PART B – Treatment requirements

B1. The Treatment Facility

The Paper and Card shall be accepted in a facility that meets the regulations, and shall have the capacity to accept all of Wigan's paper/card waste daily. To maintain availability in the event of any issues such as scheduled maintenance, planned or unplanned works, planning, licensing ownership or other issues then contingency arrangements will need to put in place that meet this specification at no additional cost to the council. The contingency arrangement should be provided in the Business Continuity Plan at Part D.

The facility or onward processing facility(s) should ensure the highest level of paper/card waste recycling is achieved, and to that end it should be sorted into marketable products that meet the necessary standards of the paper and card recycling industry. It is understood that it is necessary to reject some material at all stages of processing.

The facility shall be operated in a manner that ensures it is safe and minimises the environmental impact on its surrounding.

The Provider should outline how the paper/card shall be recycled. We are prepared to accept different methods and technologies, so long as the Provider can demonstrate the following: the paper/card has been recycled in accordance with the regulations; performance is adequate; and any exported waste is treated to a standard equivalent to the UK.

Where the facility accepts material from multiple sources then the method to apportion Wigan Council's recycling performance should be clearly explained.

The provider should ensure the accurate weighing of loads. To that end the weighbridge should be regularly calibrated and maintained, including regular checks to ensure it is properly balanced and free from interference (e.g. grinding, dirt, water build up). An accurate procedure should be followed whereby there is consistency as to whether the driver is in or out of the vehicle, nothing other than the waste is removed from the vehicle, the vehicle is properly on the weighbridge and the weigh-bridge operator weighs the vehicle both in and out (tare weights provided by the driver/haulier should not be used).

The Provider will need to be able to adapt to weekly fluctuations in waste arisings, and to accept any potential changes in the quantity of waste collected.

B2. Waste Acceptance Criteria and Protocol

It is understood that the waste acceptance criteria may differ dependent on facilities and technologies. Recent data would suggest the contamination level is an average of 8%. We would therefore expect to provide paper/card with that level of contamination though from time to time it may be higher. Our medium-term aim is to reduce the contamination down to 5% as traditionally observed.

It is understood that most facilities have a predetermined contamination limit, above which it is not technically or economically viable to process the material. The limit should be clearly stated in the tender document.

Table S2: Waste Acceptance Criteria

TARGET MATERIALS	Primary Category	Secondary Category
	Paper	Newspapers Magazines Envelopes, Directories/catalogues, Wrapping paper (not foil/plastic film), Office paper Greeting cards (excluding glitter)
	Card	Card Cardboard
NON-TARGET MATERIALS		Cartons Books Wrapping paper (plastic/foil coated) Card with glitter Wet/deteriorated paper/card (>15% water content) Soiled paper/card
CONTAMINATION	Contamination with other materials (non-paper components)	Determined by line performance or hand sorting

At the start of the contract the actual contamination will be determined by either line performance (Batch sorting/processing of around 80 tonnes) or sampling. Typically, the minimum MRF Regulation hand sampling requirements are not sufficient to determine the monthly contract price. Therefore, we will require at least 20 samples per month in order to apply the market tracker each month. Until such time that the actual contamination level can be agreed the average contamination level of 8% will be assumed.

To reiterate, the average contamination (determined by line performance or a minimum of 20 samples) will be used, with at approximately one sample taken per day.

Sampling Methodology

The payment mechanism requires accurate monthly data on the average percentage split of newsprint, cardboard, mixed papers and contamination. Therefore, at least 20 samples should be sorted at an appropriate frequency so that sampling is equally spread throughout the month (i.e. approximately one per day) and the analysis submitted in the monthly report prior to invoicing.

As part of the packaging reforms the government have suggested that one possible option is the expansion of the MF regulations to cover packaging and include more facilities. It is therefore likely that additional sampling requirements will be required during this contract. In the lead up to the packaging reforms we may also request more detailed sampling to better understand the likely impact of the changes.

In your response, please outline your current capability to undertake the required sampling including the type of sampling equipment, staff resources and whether your sampling methodology is currently aligned to the Materials Facility Regulations. We are also interested to know if you have capacity to expand sampling or would be amenable to any additional requests for further sampling within the contract in preparation for the packaging reforms.

Waste Acceptance criteria conditions

The site may have specific permit or process restrictions that determine the waste acceptance criteria. These should be clearly listed in the tender document.

For the avoidance of doubt the contractor may only reject a load due to a specific type of contamination, where it is contractually agreed the material is prohibited.

Where the provider is able to remove small quantities of prohibited items such as needles to enable the load to be processed, the cost of disposal of the prohibited items may be charged.

If there are specific materials that the site cannot accept for legal or safety reasons e.g. needles, these should be clearly listed in the method statement, and will be subject to subsequent contractual agreement.

Unrecoverable contaminated loads that result in the whole batch being rejected can be charged to the Council as a disbursement/pass through providing that all reasonable endeavours have been undertaken to recover the material as per the service delivery plan.

Where a load has been rejected and subsequent loads are likely to be of a similar quality, then Wigan Council reserves the right to use an alternative off-taker.

An annual assessment of the market will be undertaken by the Provider to determine appropriate disposal rates for rejected loads or items that will be subject to agreement. Where Wigan Council's own disposal service is more cost effective then the Council may direct the provider to use those services at the agreed haulage rates.

The Provider is required to implement a waste acceptance protocol that monitors, records and reports accurate information to the Council on the Paper/Card contamination. This shall include:

- a) Inspection of loads;
- b) Recording of contamination;
- c) Reporting contaminated loads;
- d) Isolating rejected loads where feasible until further action has been agreed with the Council and evidence collated; and
- e) Collating evidence of contamination including a visual assessment of the type and nature of the contamination, and gravimetric analysis where appropriate.

A visual inspection of each load should be undertaken. Where the load is contaminated a description of its appearance should be recorded including an estimate or categorisation of the contamination level.

The council shall be informed immediately regarding any contaminated loads that have been rejected. Where feasible, these shall be isolated until Council Authorised Officers have had the opportunity to inspect the load or consider any evidence of contamination sent to the Council.

It is understood that there are circumstances e.g. restricted space, nature of the waste etc. where it is not feasible to isolate the load or leave it for an extended period. In which case the load may be disposed providing all reasonable endeavours have been made to collate appropriate evidence.

Where a load is rejected, then scientifically robust gravimetric analysis should be undertaken. As such we would expect it be made up of 8-12 subsamples along the length of the pile (at various heights and depths), and each sub-sample should visually represent the waste. The sampling methodology will be agreed with the Council, and the Council reserve the right to undertake its own sampling (by itself or a third party) or audit the sampling procedure at a frequency of its discretion. Wigan Council may analyse a rejected load to confirm the contamination level.

In March 2021 the Government consulted on proposed changes to the management of packaging waste including the introduction of Extended Producer Responsibility that will require producers to pay the full net cost of collection and processing of obligated packaging. The consultation took place alongside a consultation on the Deposit Return Scheme. In addition, a further consultation was undertaken in May 2021 on the introduction of 'consistency' to waste collections, which will require local authorities to collect the same materials separated at source as far as practicable with exemptions that are yet to be fully defined.

At present it is envisaged that local authorities like Wigan that co-collect paper and card will not need to make any changes to the way they collect this fraction, and there are no proposals to include paper/card in the Deposit Return Scheme. Overall, therefore it is unlikely that the proposal will result in any changes to the way paper and card is collected in Wigan.

The Extended Producer Responsibility Consultation included 'an emerging Framework' as to how the payments will be made to local authorities. Nonetheless, the final decision as to how local authorities will be paid will be determined by the scheme administrator which is yet to be appointed.

It is suggested that the producers will bear the full net cost of collection and processing but may only have to pay the full cost if the material meets sufficient quality, and the collection is considered efficient and effective. It was suggested that local authorities are likely to receive at least 80% of the modelled cost for their area (depending on local factors e.g. housing type, deprivation). The remainder of the payments will be dependent on the efficiency/effectiveness of the collection scheme, with payment conditional on meeting quality criteria and/or other factors such as bonus incentive payments for collecting specific materials.

Under the proposed arrangements it is suggested the scheme administrator will pay local authorities a 'per tonne payment' with the value of the commodity netted off so the producer bears the risk on the commodity price. It also suggested that local authorities would retain ownership of the material and sell it to processors.

Overall, therefore, the suggested payment arrangements in this tender would be expected to stay broadly similar. The most likely change will be replacing the 'letsrecycle index' with the 'Commodity Reference Price' used by the scheme administrator to ensure the full risk on commodity price is passed on to the producers for the obligated tonnage. It may also be necessary to change the payment mechanism to split the payment into obligated and non-obligated tonnages to reflect any payments made by the scheme administrator that may be due to the contractor or vice versa to the local authority related to the obligated tonnage only.

It is likely that the proposals will result in increased overall sampling requirements to determine the obligated tonnage and quality. The consultation refers to sampling at 'the first point of consolidation' so it may increase or decrease the sampling that needs to be done by

either party depending upon the final definition of where the sampling needs to be undertaken. Where there is a genuine increase in cost, evidence will need to be submitted to justify any increase in gate fees, and the standard change of law clauses will apply.

The final arrangement for payments to local authorities and processors will be decided by the scheme administrator. Therefore, there is a possibility that an entirely different mechanism may apply, or ownership of the material may not be retained by the local authority but transferred to the scheme administrator or third party. If the contractor receives payment directly from the scheme administrator or other party, then any savings would be expected to be passed back to the Authority. Likewise, if payments are made to the Authority to cover processing cost, then the contractor may expect payments to be duly made providing such costs are not already included in the gate fee. Adjustment to any payments to either party that may arise under this agreement as a result of extended producer responsibility shall be mutually agreed.

B3. Marketing Solution

The Provider will be required to market and sell all products (target and non-target materials), including the disposal of any pre/post residue and process rejects.

The Council will still require information on the actual end destination monthly, as stipulated in section C2.

PART C – Contract Management and quality assurance

C1. Contract Management

The Service will need to include the following:

- a) A named contract manager with overall responsibility and the single point of contact for all administration issues relating to the Contract (with appropriate cover for absences);
- b) A named Haulage manager (if different from the Contract Manager) to deal with all haulage issues daily (with appropriate cover for absences);
- c) Availability of the Contract Manager (and any relevant key members of the service delivery team) for quarterly meetings at reasonable request;
- d) Availability of the Contract Manager for monthly meetings (and any relevant key members of the service delivery team) where unresolved matters need to be discussed;
- e) Adequate information systems that will enable contract related information to be retrieved within 5 business days of the request;
- f) Performance monitoring;
- g) Internal and external audits;
- h) Reporting material issues to the Council; and
- i) The Provider will be required to put in place a procedure for dealing with enquiries and complaints in relation to the service, which as a minimum must:
 - i. Acknowledge the complaint as soon as practical, and within 24 hours;
 - ii. Respond to any queries relating to the monthly report within 2 days;
 - iii. Respond to any queries relating to operational matters within 2 days;
 - iv. Respond to any general complaints within 5 days, unless agreed with an Authorised Officer that more time is required to investigate.

C2. Monthly Reporting and Data Quality

The Provider shall put in place a procedure for monthly reporting to enable a report to be submitted within 15 days following the last day of month end. It should contain the following information:

- a) No of Deliveries;
- b) Quantity of Paper/Card received;
- c) Quantity of Paper/Card processed;
- d) A spreadsheet detailing:
 - i. the date;
 - ii. vehicle registration;
 - iii. weighbridge ticket of the receiving facility;
 - iv. Quantity of Paper/Card;
- e) Vehicle Total Weight, Tare Weights and Payload;
- f) Monthly waste composition/process line data including NEWS and PAMS, mixed papers, OCC and waste/contamination. The sampling frequency and protocol will need to be updated to meet any future monitoring requirement required by Extended Producer Responsibility;
- g) End destination data including the material type (e.g. News and PAMS) and the percentage of each type sent to stated off-takers;
- h) Any other contractual issues e.g. request for changes to the Contract.
- i) **Once per annum**, or where there is a significant difference between the total monthly paper and card accepted into the Provider's facility compared to the total leaving Wigan's Transfer Station that cannot be adequately explained, the Provider may be asked to work with Wigan Council to provide the following:
 - i. the date;
 - ii. vehicle registration;
 - iii. weighbridge ticket of the receiving facility;
 - iv. Quantity of Paper/Card;
 - v. weighbridge ticket number of Kirkless Waste Transfer Station;
 - vi. cross reference (iii) to (v) above; and
 - vii. An exception report of any variation over 300kg between the quantity of Paper/Card on the receiving facility ticket and the Kirkless Waste Transfer Station ticket. Weigh-bridge tickets/additional evidence may be required before the tonnage claim can be verified.
- j) The data requested at (i) above may be requested more frequently, where differences between the Wigan Council's data and the Provider's cannot be justified, or an alternative method such as a 5% check of tickets may be required.
- k) An **exception report** of the following
Health and Safety issues including any reported near misses or RIDDOR incidents relating to the Service;
 - a) Legislation breaches;
 - b) Complaints/disputes;
 - c) residues or rejects not included in the processing line data
 - d) Contamination exception report for any material rejected prior to processing e.g. contaminated loads, hazardous waste or remediated loads;
 - e) Details of any loads that have not been accepted at the treatment facility on the same day as leaving Wigan's transfer station unless held in a queue, or any loads where the vehicle that left the Kirkless Waste Transfer Station is different to the one that arrived at the Treatment Facility.Confirmation (nil reporting) is required where there are no exception issues to report.

The Provider will be expected to have reliable data management systems to control data quality. This should include:

- i. A process to ensure the weighbridge function can issue accurate tickets;

- ii. Back-up systems for weighbridge and IT systems;
- iii. Data validation procedures;
- iv. Internal/external audits; and
- v. A procedure to verify and sign-off monthly at a senior level.

C3: Health and Safety

The Provider will be expected to:

- a) Adhere to the FCC 's Health and Safety policies whilst on site;
- b) Have Health and Safety policies covering service activities;
- c) Work to Safe Systems;
- d) Implement Method Statements;
- e) Undertake Planned Preventative Maintenance;
- f) Carry out Specific Risk Assessment relating to waste activities e.g. vehicle, public interfaces, ergonomics, dust, noise;
- g) Report incidents and near misses;
- h) Investigate and respond to incidents and near misses;
- i) Oversee Health and Safety by competently qualified staff;
- j) Train and communicate;
- k) Monitor and carry out health surveillance; and
- l) Review, inspect and audit.

Part D: Business Continuity

The Provider will be required to maintain a business continuity plan that will enable the availability of the service, if disrupted, to continue until normal service can be resumed. The most important aspect of business continuity is ensuring that Wigan's daily waste arisings can be accepted into the service and maintaining contract performance. It should also consider other aspects of good business continuity practice such data back-up, staff cover, availability, remote working, emergency response and decision-making procedures in emergency situations. It would also be advantageous to Wigan if suppliers were able to offer a contingency tipping facility to support Wigan's own business continuity arrangements.

Part E: Transitional arrangement for contract mobilisation and exit

The Provider will need to enact a mobilisation plan to ensure availability of the service to accept waste on the contract commencement date.

The Provider shall have a plan for exiting the Contract. This will need to:

- a) Provide an option to extend the Contract as per the terms of this agreement where an extension has been mutually agreed;
- b) Provide an option to enter into an interim arrangement between contract termination, and prior to a new service provider taking over the contract;
- c) Maintain an administrative contact point to deal with queries following exit of the strategy;
- d) Process any tonnage received up to contract closure as per the Contract conditions; and
- e) Process and report all data and performance figures relating to the service.

Part F: Social Value and Community Wealth Building

Wigan Council is committed to improving Social Value to build a fairer society and Community Wealth Building, which aims to retain wealth within Wigan by directing investment in the local community and shaping investment and spending so that it brings opportunities for local people, communities and business. Further details on the Wigan

Strategy can be found at **Community Wealth Building**. www.wigan.gov.uk/Council/The-Deal/Community-Wealth-Building.aspx

We have legal duty to consider social good under The Public Services (Social Value) Act 2012. In June 2021 the Government published the 'National Procurement Policy Statement', which sets out the national priorities that all contracting authorities should have regard to in their procurement.

Creating new businesses, new jobs and new skills

- a) increasing opportunities for entrepreneurship and helping new and/or small businesses to grow, supporting higher economic growth and greater business creation;
- b) increasing employment opportunities particularly for those who face high barriers to employment or who are located in disadvantaged areas;
- c) extending training opportunities, particularly for people in industries with known skills shortages or in high growth sectors.

Tackling climate change and reducing waste

- a) contributing to the UK Government's legally-binding target to reduce greenhouse gas emissions to net zero by 2050;
- b) reducing waste, improving resource efficiency and contributing to the move towards a circular economy;
- c) identifying and prioritising opportunities in sustainable procurement to deliver additional environmental benefits, for example enhanced biodiversity, through the delivery of the contract.

Improving supplier diversity, innovation and resilience

- a) creating a more diverse supply chain to deliver the contract, which will better support start-ups, small and medium-sized businesses and VCSEs in doing business on public sector contracts;
- b) increasing innovation and the use of disruptive technologies and business models throughout the supply chain, to deliver lower cost and/or higher quality goods and services, and encourage the wider adoption of innovation
- c) contributing to the development of scalable and future-proofed new methods to modernise delivery and increase productivity.

All social benefits are considered relevant whether delivered locally to your company or within Wigan. However, you should specifically consider how your contract may benefit local job opportunities in Wigan for outcomes SM1 and SM2.

Where possible, your response should be supported by relevant numerical data and figures to assist with our understanding and evaluation of how you will add social value and assist community wealth building. Tenderers should note that delivery of the actions identified will be monitored as part of the contract performance management framework for this contract.

The tender evaluation of Social Value is based upon a condensed version of National Social Value Measurement Framework, which is often referred to as the TOMS Framework. It was developed by the Social Value Portal and is endorsed by the National Social Value Taskforce (a subgroup of the Local Government Association's National Advisory Group for Procurement). The outcomes to be evaluated are listed in Tables S3 below. The majority of the outcomes to be evaluated have been taken directly from the TOMS framework, though a small number of outcomes are based upon similar outcomes in the framework but with less prescriptive requirements.

The purpose of using this measurement is to allow an equitable, quantitative assessment of the tenders. One of the key advantages of the TOMS framework is that enables a comparison of the financial impact of social value by applying 'proxy indicators', and therefore provides a deeper understanding of the benefits. The framework is not only a procurement tool, but also support the integration of social value into the future delivery of the contract.

For the purpose of the evaluation the outcomes have been grouped by the response type.

- a) Monetary Value Outcomes (SM1 to SM19)
- b) Indicators Outcomes (SI1 to SI5)
- c) Descriptive Outcomes (SV1 to SV7)

A separate spreadsheet has been provided to input the answers to the Social Value questions, and where the indicator has been taken directly from the TOMS framework a reference to the framework (NT Ref) has been provided since you may already have that data. The definitions and guidance use by the framework have been copied into the spreadsheet.

PLEASE NOTE: the spreadsheet includes detailed evidence requirement. These will only need to be provided by successful bidder.

Table S3: Social Value Evaluation

Outcomes	Outcome	NT Ref	Measures	Unit	Answer	Multiplier	Score	Evaluation	Social Value Weighting (%)
More local people in employment	DEFINITION OF LOCAL (SM1/SM2): means within the Wigan Borough								
	SM1	NT1	No. of local direct employees (FTE) hired or retained (for re-tendered contracts) on contract for one year or the whole duration of the contract, whichever is shorter	No. people FTE		£31,461.00		Highest score achieves full marks and candidates marked relative to the highest. Value/highest value x 15%	15%
	SM2	NT1c	No. of local people (FTE) on contract for one year or the whole duration of the contract, whichever is shorter, employed through the supply chain as a result of your procurement requirements	No. people FTE		£31,461.00		Highest score achieves full marks and candidates marked relative to the highest. Value/highest value x 5%	5%
Increasing employment opportunities	SM3	NT4	No. of employees (FTE) hired on the contract who are Not in Employment, Education, or Training (NEETs) as a	No. people FTE		£14,782.00		Total value for SM3, SM4, SM5, SM6, SM7 and SM8. Highest score achieves	10%

			result of a recruitment programme					full marks and candidates marked relative to the highest. Value/highest value x 10%
SM4	NT5	No. of 18+ y.o. employees (FTE) hired on the contract who are rehabilitating or ex offenders as a result of a recruitment programme	No. people FTE		£24,527.00			
SM5	NT6	No. of disabled employees (FTE) hired on the contract as a result of a recruitment programme	No. people FTE		£16,420.00			
SM6	NT7	No. of hours of support into work provided to young people or unemployed people through career mentoring, including mock interviews, CV advice, and careers guidance -(over 24 y.o.)	No. hrs (total session duration)*no. attendees		£105.50			
SM7	NT9	No. of weeks of apprenticeships or training opportunities on the contract (BTEC, City & Guilds, NVQ, HNC) that have either been completed during the year, or that will be	No. weeks		£286.47			

			supported by the organisation until completion in the following years - Level 2,3, or 4+						
	SM8	NT13	Meaningful work placements that pay Minimum or National Living wage according to eligibility - 6 weeks or more (internships)	No. weeks		£168.72			
More opportunities for local MSMEs and VCSEs	SM9	NT14	Total amount (£) spent with VCSEs or MSMEs within your supply chain	£		£0.12		Total value for SM9, SM10, SM11, SM12, and SM13. Highest score achieves full marks and candidates marked relative to the highest. Value/highest value x 10%	10%
	SM10	NT15	Provision of expert business advice to VCSEs and MSMEs (e.g. financial advice / legal advice / HR advice/HSE)	No. staff expert hours		£101.86			
	SM11	NT17	Number of voluntary hours donated to support VCSEs (excludes expert business advice)	No. staff volunteering hours		£16.09			
SM12	NT20	No. of employees on the contract that have been provided access for at least 12 months to multidimensional wellbeing programmes that include flexible working time arrangements; healthy	No. employees provided access		£131.86				

			nutrition options; physical health programmes; a health risk appraisal questionnaire; access to health and wellbeing resources (e.g. a tailored health improvement web portal; wellness literature; and seminars and workshops focused on identified wellness issues)						
	SM13	NT55	No. of employees provided with workplace screening (e.g. questionnaire) and support (e.g. at least six session of cognitive behavioural therapy) for anxiety and depression	No. employees provided access		£142.52			
Reducing inequalities	SM14	NT21	Equality, diversity and inclusion training provided to staff	No. hrs (total session duration)*no. attendees		£101.86		Total value of SM14 and SM14. Highest score achieves full marks and candidates marked relative to the highest. Value/highest value x 5%	5%

Working with the community	SM15	NT26	Initiatives taken or supported to engage people in health interventions (e.g. stop smoking, obesity, alcoholism, drugs, etc.) or wellbeing initiatives in the community, including physical activities for adults and children	No. hrs (total session duration)*no. attendees		£1.00		Total value of SM15, SM16 and SM17. Highest score achieves full marks and candidates marked relative to the highest. Value/highest value x 5%	5%
	SM16	NT28	Donations or in-kind contributions to local community projects (£ & materials)	£ value		£1.00			
	SM17	NT29	No. of hours volunteering time provided to support local community projects	No. staff volunteering hours		£16.09			
Reducing carbon emissions	SM18	NT31	Savings in CO2 emissions on contract achieved through de-carbonisation (specify how these are to be achieved)	Tonnes CO2e		£70.43		Total value of SM18 and SM19. Highest score achieves full marks and candidates marked relative to the highest. Value/highest value x 10%	10%
	SM19	RE39	Carbon savings from energy efficiency measures on site (e.g. increased use of renewables)	Tonnes CO2e		£70.43			

Outcomes	Outcome	NT Ref	Measures		Answer	Evaluation	Social Value Weighting (%)
Increasing employment opportunities	SI1	RE57	Percentage of women (FTE) hired on the contract	%		Total of SI1 and SI2. Highest score awarded full marks and candidates marked relative to highest score (value/highest value)*5%	5%
	SI2	RE58	Percentage of employees (FTE) BAME hired on the contract	%			
Reducing inequalities	SI3	NT41	Percentage of staff on contract that is paid at least the relevant Real Living wage as specified by Living Wage foundation (https://www.livingwage.org.uk/what-real-living-wage)	%		Highest score awarded full marks and candidates marked relative to highest score (value/highest value)*10%	10%

Social value embedded in the supply chain	SI4	NT23	Percentage of contracts with the supply chain on which Social Value commitments, measurement and monitoring are required	%		Total of SI4 and SI5. Highest score awarded full marks and candidates marked relative to highest score (value/highest value)*5%.	5%
Sustainable procurement is promoted	SI5	NT35	Percentage of procurement contracts that includes sustainable procurement commitments or other relevant requirements and certifications (e.g. to use local produce, reduce food waste, and keep resources in circulation longer.)	%			

Outcomes	Outcome	NT Ref	Measures		Answer	Evaluation	Social Value Weighting (%)
Ethical procurement is promoted	SV1	NT43	Number and type of initiatives throughout the supply chain to identify and manage the risks of modern slavery occurring (i.e. supply chain mapping, staff training, contract management) in relation to the contract (describe and document initiatives)	Y/N - Provide description	Y/N	Standard score matrix (0-5) as defined in the tender	20%
Air pollution is reduced	SV2	NT46	Corporate travel schemes available to employees on the contract (subsidised public transport, subsidised cycling schemes and storage, sustainable corporate transport such as electric bus from public station to corporate facilities)	Y/N - Provide description	Y/N	Standard score matrix (0-5) as defined in the tender	
	SV3	NT65	Percentage of fleet or construction vehicles on the contract that is at Least Euro 6 or LEV	Y/N - Provide description	Y/N	Standard score matrix (0-5) as defined in the tender	

	SV4	NT66	Fleet emissions monitoring programme on the contract, including data collection (miles, type of vehicle, engine type, emission standard)	Y/N - Provide description	Y/N	Standard score matrix (0-5) as defined in the tender	
Reducing waste	SV5	N/A	Reuse and recycling of internal wastes e.g. elimination of plastics, tackling hard to recycle wastes etc.	Y/N - Provide description	Y/N	Standard score matrix (0-5) as defined in the tender	
	SV6	N/A	Describe any measures taken to reduce water usage	Y/N - Provide description	Y/N	Standard score matrix (0-5) as defined in the tender	
	SV7	N/A	Describe any measures taken to promote circular economy solutions, for example, working with suppliers or customers to improve the reuse or recyclability of products sold or used by your organisations.	Y/N - Provide description	Y/N	Standard score matrix (0-5) as defined in the tender	

Part G – Key Performance Indicators

PART A - Transportation	Percentage of requested loads collected per week (%)
PART B - Processing	Percentage of paper/card accepted and processed (%) Percentage of waste removed during processing (%) Percentage of paper sold/recovered (%) Number of loads sampled/monitored
PART C – Month Reporting and Data Quality	Monthly report on time and complete
PART D – Contingency	No of days service unavailable
PART E – Transition Arrangements	N/A
PART D – Social Value and Community Wealth Building	Annual Progress Report

1.4 Summary Instructions and Details of Tender

Item	Contract Details
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The Chest reference:	DN560811
Tender Description:	Haulage and Treatment of Paper and Card Waste 2 years (with an option to extend for two further periods of 2 years each)
Financial information:	It is estimated that it will be in the region of £250,000 per annum INCOME
Geographic focus:	Wigan Borough
Insurance Requirements:	The successful provider will be expected to hold, or agree to obtain prior to appointment, the following insurances: Public Liability - £5,000,000 Employer's Liability - £10,000,000
Period of Contract:	2 years (with an option to extend for two further periods of 2 years each)
Procuring Officers	Peter Davies Directorate of Places: Environment Wigan Council Makerfield Depot Makerfield Way Ince Wigan WN2 2PR Email: P.Davies@wigan.gov.uk Tel: 01942 705129
Questions or requests for clarification:	Any questions or requests for clarification in relation to the tender process must be submitted via 'The Chest'. The Council will not respond to any communications (e-mails etc.) which are submitted outside 'The Chest'.
Submission instructions:	Electronic upload via 'The Chest' e-procurement portal (https://www.the-chest.org.uk).
Date/time for Tender return:	30th November 2021, 17:00pm Submissions will be received up to the above deadline. The Council does not undertake to consider tenders received after the return date/time. Those received before the return date/time will be retained unopened until then. For information regarding uploading information to 'The Chest' please refer to the attached guidance note accompanying these Tender documents.

1.5 Timetable

The table below illustrates an indicative timetable for the procurement process. The Council reserves the right to change it at its discretion.

Stage	Date(s)/time
Issue of Invitation to Tender (ITT)	19/10/2021
Cut off deadline for questions to be submitted via 'The Chest' – Questions cannot be answered after this deadline	12/11/2021
ITT Submission deadline	30/11/2021, 17:00 pm
Clarification Interview (or Site Visit) if required	10/12/2021
Evaluation of ITT's (completed)	10/01/2022
Notification of result of evaluation to successful and unsuccessful applicants	17/01/2022
Start Date of Contract	01/03/2022

2 TENDER INSTRUCTIONS AND INFORMATION

2.1 [About These Instructions](#)

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 requested in the format and order specified.

Full details of the Service required under the contract and all other relevant information is provided in the accompanied Service Specification. All enquiries concerning this Invitation to Tender should be submitted via 'The Chest' e-procurement portal:

<https://www.the-chest.org.uk>

We will only provide information and answer any enquiries via 'The Chest' portal. We will keep the source of any questions confidential however we must make all questions and answers available to all tenderers. In doing this we are unable to amend the questions and they will be made available in their entirety as they are submitted. Please do not include any information in questions that you are not prepared to have made available to others.

You should not contact any other person regarding this matter unless expressly advised by 'The Chest'.

Assistance in submitting an application via The Chest is available on the website. You can log issues directly with Due North (Proactis) who operate The Chest website by either sending an e-mail to ProContractSuppliers@proactis.com or by going directly to <http://proactis.kayako.com/default> or by following the support options in product and via the corporate website. Wigan Council uses Version 3 (V3) of The Chest. Telephone calls direct to The Chest's helpdesk must only be used for time sensitive issues. The current helpline number is 0330 005 0352 (Mon – Fri 9am – 5:30pm). Otherwise, for issues which are not time sensitive you are advised to use the electronic helpdesk facility.

There is also a series of guidance notes available on 'The Chest' website at the following link:

<https://supplierhelp.due-north.com/>

2.2 General Information

The contents of this Invitation to Tender (ITT) and of any other documentation made available to you in respect of this tender process are provided on the basis that they remain the property of the Council and must be treated as confidential. If you are unable or unwilling to comply with this requirement you are required to destroy this ITT and all associated documents immediately and not to retain any electronic or paper copies.

No Tenderer will undertake any publicity activities with any part of the media in relation to the contract or this ITT process without the prior written agreement of the Council, including agreement on the format and content of any publicity.

This ITT is made available in good faith. No warranty is given as to the accuracy or completeness of the information contained in it and any liability or any inaccuracy or incompleteness is therefore expressly disclaimed by the Council and its advisers. The Council

reserves the right to issue supplementary documentation at any time during the tendering process to clarify any issue or amend any aspect of the ITT. All such further documentation that may be issued shall be deemed to form part of the ITT and shall supplement and/or supersede any part of the ITT to the extent indicated.

If Tenderers have any questions about the Invitation to Tender, such questions should be submitted to the Council using the 'Messages' facility within the opportunity advertised on The Chest. A copy of the question and a copy of the written reply may be circulated to all tenderers, with anonymity of the tenderer preserved. Tenderers must not raise questions through any other channels, including emails direct to the Council. No questions will be responded to, other than those raised through The Chest as described above

The Council reserves the right to amend the enclosed tender documents at any time prior to the deadline for receipt of tenders. Any such amendments shall be numbered, dated and issued by the contact officer(s) named above. Where amendments are significant, the Council may at its discretion extend the return date for receipt of tenders.

Tenders comprising all the documents requested **MUST** be submitted via 'The-Chest' Portal, www.the-chest.org.uk no later than **17:00 pm on the 30th November 2021**. The closing time/date for receipt of tenders is clearly marked on the portal. You are recommended to upload all documents and submit your tender submission in sufficient time for it to reach the server prior to the closing time/date stated. The server automatically time/date stamps all tender submissions.

Tenders received after the above date and time may not be considered.

NB: It can take up to two working days for 'The-Chest' Technical Team to respond to any technical enquires. Wigan Council will not be liable for any difficulties encountered uploading documents and the closing date and time will be strictly adhered to.

Assistance in submitting an application via The Chest is available on the website. You can log issues directly with Due North (Proactis) who operate The Chest website by either sending an e-mail to ProContractSuppliers@proactis.com or by going directly to <http://proactis.kayako.com/default> or by following the support options in product and via the corporate website. Wigan Council uses Version 3 (V3) of The Chest. Telephone calls direct to The Chest's helpdesk must only be used for time sensitive issues. The current helpline number is 0330 005 0352 (Mon – Fri 9am – 5:30pm). Otherwise, for issues which are not time sensitive you are advised to use the electronic helpdesk facility.

It is critical that the documents are read carefully prior to completion. Any questions which are received after **12th November 2021, 17:00 pm** may not be considered.

By issuing this invitation to tender the Council is not bound in any way and does not have to accept the lowest or any tender.

The Council reserves the right to accept the whole or any specified part of the tender unless the tenderer expressly stipulates otherwise.

You will not be entitled to claim from the Council any costs or expenses which you may incur due to this invitation to tender whether or not your tender is successful. The Council reserves the right to cancel the tender process at any point. The Council is not liable for any costs resulting from any cancellation of this tender process nor for any other costs incurred by those tendering for this contract.

You are deemed to understand fully the processes that the Council is required to follow under relevant European and UK legislation, particularly in relation to The Public Contracts Regulations 2015 (as amended).

2.3 Freedom of Information Act and Environmental Information Statement

The Council is subject to The Freedom of Information Act 2000 (“Act”) and The Environmental Information Regulations 2004 (“EIR”).

As part of the Council’s obligations under the Act or EIR, it may be required to disclose information concerning the procurement process or the contract to anyone who makes a reasonable request.

If Tenderers consider that any of the information provided in their Tender is commercially sensitive (meaning it could reasonably cause prejudice to the organisation if disclosed to a third party) then it should be clearly marked as **“Not for disclosure to third parties”** together with valid reasons in support of the information being exempt from disclosure under the Act and the EIR.

The Council will endeavour to consult with Tenderers and have regard to comments and any objections before it releases any information to a third party under the Act or the EIR. However, the Council shall be entitled to determine in its absolute discretion whether any information is exempt from the Act and/or the EIR, or is to be disclosed in response to a request of information. The Council must make its decision on disclosure in accordance with the provisions of the Act or the EIR and can only withhold information if it is covered by an exemption from disclosure under the Act or the EIR.

The Council will not be held liable for any loss or prejudice caused by the disclosure of information that:

- has not been clearly marked as “Not for disclosure to third parties” with supporting reasons (referring to the relevant category of exemption under the Act or EIR where possible); or
- does not fall into a category of information that is exempt from disclosure under the Act or EIR (for example, a trade secret or would be likely to prejudice the commercial interests of any person); or
- in cases where there is no absolute statutory duty to withhold information, then notwithstanding the previous clauses, in circumstances where it is in the public interest to disclose any such information.

2.4 Clarification Meetings, Site Visits and Interviews

The Council reserves the right to hold clarification meetings, site visits and/or interviews as it considers appropriate both before and after Tender submission.

Tenderers may be required to make available key members of their delivery team who will be responsible for the provision of the Services to demonstrate their understanding and approach as outlined in the Tender and to allow the Council an opportunity to clarify any aspect of the Tender.

2.5 Variant Bids

The Council will not accept variant bids.

2.6 Submission

Tenders must be written in the English language.

Tenderers are requested to complete Appendices A (Stage 1 – Contract Suitability Evaluation Form) and B (Stage 2 – Contract Award Evaluation).

The Tender must be submitted in a full and complete manner and not be qualified in any way. Tenders may be rejected if the complete information called for is not given at the time of tendering.

Your full registered business/name and main office address must also be provided on all documents and any signatures must be made by a person who is authorised to commit the Tenderer to the Contractual Agreement.

2.7 Pricing

Tenderers must complete the Form of Tender / Pricing Schedule, to provide all of the obligations under the Contract as set out in the Specification attached to the tender package.

You are requested to price your tender on a fixed price basis for the haulage and gate fee, for the first 24 months duration of the contract period, incorporating all the costs associated with providing the service including fees and expenses, stated in pounds sterling and exclusive of VAT, the Council will not except any qualifications to the Cost Schedule / Schedule of Rates submitted.

The tender submission shall remain valid for a period of 120 days from the tender return date.

Tenders which are considered abnormally low or abnormally high can present risks to Wigan Council as a contracting Authority. The Council reserves the right to investigate and ultimately reject any tender which it considers to be abnormally low or abnormally

high.

2.8 Conditions of Contract

The Council reserves the right to award one, any number, or no contracts.

The conditions of Contract are detailed in the draft form of contract, you are required to confirm acceptance of these when you submit your tender. Any queries / clarifications required must be submitted via the Chest.

Any resulting Contract will consist of the Form of Agreement, the Conditions of Contract, the Specification, the Pricing Schedule, the Service Delivery Plans (including performance targets, service levels social value & continuous improvement commitments) and any agreed Relevant Correspondence (including the response to the invitation to tender). Tenderers are required to confirm their acceptance of the Conditions of Contract. All relevant Contract Documents are included or referenced in the tender package.

Under the Contract the Council will require compliance with the Council's policies including the following, non-exhaustive list:

Health and Safety;
Equality and Diversity;
Whistleblowing;
Information governance requirements;
Incident reporting requirements.

2.9 Collusion

Tenderers are requested to complete the Certificate of Bona Fide Tendering. Any breach of the undertakings covered will invalidate your tender.

2.10 Costs and Expenses

Tenderers will not be entitled to claim from the Council any costs or expenses associated with the preparation of the response to this invitation to tender. Costs associated with follow up documentation, together with any required presentations or demonstrations shall be borne fully by the tenderer.

Tenderers are advised to satisfy themselves that they understand all the requirements of the Contract before submitting their Tender.

Wigan Council's policies can be found via the link below:

<https://www.wigan.gov.uk/Council/Strategies-Plans-and-Policies/index.aspx>

Any contract award will be conditional on the Contract being approved in accordance with Council's internal procedures.

2.11 Payments within the Supply Chain

As a Council, we will pay all valid and undisputed invoices submitted under the contract within 30 days to our suppliers. This requirement is important to assist the cash flow of businesses and to create a supportive environment in which businesses can flourish. It is particularly important to assist start-up companies and Small and Medium Sized Enterprises (SME's). Wigan Council expects our suppliers to be fully aware of and to adhere to the Late Payment of Commercial Debts Regulations 2013 and to ensure that they implement the requirements of the regulations within their supply chain. Further guidance published by the Department for Business, Innovation and Skills is available at:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/360834/bis-14-1116-a-users-guide-to-the-recast-late-payment-directive.pdf.

2.12 Information on Apprenticeship Grants Available from Wigan Council

Information on Apprenticeship Grants Available from Wigan Council

Employers with a base in the borough may be interested in the apprenticeship grants currently available from Wigan Council. There are two schemes running, offering grants of up to £5,000 where eligibility criteria are met. Full details are available on the Wigan Works website at <http://www.wiganworks.com/Learning/Apprenticeship-funding/Index.aspx>, where you can also apply online. Local organisations can access a variety of support with apprenticeships. To find out more, call 01942 489177 or email business@wigan.gov.uk.

2.13 Tender Evaluation and Award Criteria

Each Tender will be checked initially for compliance with all requirements of the ITT, any non-compliance areas may result in your tender being rejected. During the evaluation period, the Council reserves the right to seek clarification in writing or by means of a clarification meeting from any or all of the Tenderers, to assist it in its consideration of their Tenders. Tenders will be evaluated to determine the **most economically advantageous tender** taking into consideration the specified award criteria. The Council does not undertake to accept the lowest or any tender and reserves the right to accept the whole or any part of any tender submitted.

Your response to our requirements will be evaluated in two stages:

Appendix A: Stage 1 Evaluation – Contract Suitability Evaluation Form

The Contract Suitability Evaluation Form is assessed on a Pass / Fail basis.

Note: Bidders who are either applying as a group (e.g. consortium, joint venture, partnership) or are relying on other organisations (e.g. essential subcontractors, parent companies, affiliates, associates), as explained within the Contract Suitability Evaluation Form, to meet the selection criteria must carefully follow the notes for completion in Appendix A at the start of the form with regards to which organisations are required to complete Parts 1, 2 and 3 of the Contract Suitability Evaluation Form.

At the point of submitting an application, suppliers are asked to self-declare that they meet the relevant criteria in the Contract Suitability Evaluation Form. Only the winning supplier (and any organisations relied upon to meet the winning supplier's selection criteria) will be asked to submit evidence. This reduces the need for potential suppliers to submit supporting documents every time they wish to bid for a public contract.

If the winning supplier fails to provide the required evidence within set timeframes, or the evidence proves unsatisfactory, the award of the contract may not proceed. Wigan Council may then amend the contract award decision and award to the second placed supplier, provided that they have submitted a satisfactory bid. Alternatively, the procurement process may be terminated.

Wigan Council however reserves the right to require information from any supplier at any stage if it is necessary to ensure the proper conduct of the procurement procedure.

Appendix B: Stage 2 Evaluation – Contract Award Evaluation

The Contract Award Evaluation will be assessed under the award criteria for Quality and Price stated in this section.

Note: The Contract Award Evaluation section only needs to be completed by the lead bidder, if bidding on behalf of a group, for example a consortium, or if intending to use subcontractors. This section should be completed on behalf of the group and/or any subcontractors, providing one composite response.

The tender award process will be conducted to ensure that tenders are evaluated fairly to ascertain the economically most advantageous offer to Wigan Council. The full requirements, including how this will be assessed, are detailed at Appendix B attached.

The award criteria will balance the issues of quality and costs to ensure that the successful tenderer chosen offer the most economically advantageous tender. Tenders which pass the eligibility stage will be assessed on a **50% Price** and **50% Quality/Social Value** basis.

For the pricing element tenderers are required to complete the pricing schedule and Form of Tender. For the quality elements tenderers are required to complete the Contract Award Evaluation document attached which outlines what is required from tenderers and outlines the percentage weightings or information only status given to each requirement.

APPENDIX A - STAGE 1 CONTRACT SUITABILITY EVALUATION FORM

<p>The Contract Suitability Evaluation Form is assessed on a Pass / Fail basis.</p>

Standard Selection Questionnaire

Potential Supplier Information and Exclusion Grounds: Part 1 and Part 2.

The standard Selection Questionnaire is a self-declaration, made by you (the potential supplier), that you do not meet any of the grounds for exclusion. If there are grounds for exclusion, there is an opportunity to explain the background and any measures you have taken to rectify the situation (we call this self-cleaning).

A completed declaration of Part 1 and Part 2 provides a formal statement that the organisation making the declaration has not breached any of the exclusions grounds. Consequently, we require all the organisations that you will rely on to meet the selection criteria to provide a completed Part 1 and Part 2. For example, these could be parent companies, affiliates, associates, or essential sub-contractors, if they are relied upon to meet the selection criteria. This means that where you are joining in a group of organisations, including joint ventures and partnerships, each organisation in that group must complete one of these self-declarations. Sub-contractors that you rely on to meet the selection criteria must also complete a self-declaration (although sub-contractors that are not relied upon do not need to complete the self-declaration).

When completed, this form is to be sent back to the contact point given in the procurement documents along with the selection information requested in the procurement documentation.

Supplier Selection Questions: Part 3

The procurement document will provide instructions on the selection questions you need to respond to and how to submit those responses. If you are bidding on behalf of a group (consortium) or you intend to use sub-contractors, you should complete all of the selection questions on behalf of the consortium and/or any sub-contractors.

If the relevant documentary evidence referred to in the Selection Questionnaire is not provided upon request and without delay we reserve the right to amend the contract award decision and award to the next compliant bidder.

Consequences of misrepresentation

If you seriously misrepresent any factual information in filling in the Selection Questionnaire, and so induce an authority to enter into a contract, there may be significant consequences. You may be excluded from the procurement procedure, and from bidding for other contracts for three years. If a contract has been entered into you may be sued for damages and the contract may be rescinded. If fraud, or fraudulent intent, can be proved, you or your responsible officers may be prosecuted and convicted of the offence of fraud by false representation, and you must be excluded from further procurements for five years.

Haulage and Treatment of Paper and Card Waste 2 years with an option to extend for two further periods of 2 years each

OPEN PROCUREMENT PROCEDURE

Notes for completion

1. The “authority” means the contracting authority, or anyone acting on behalf of the contracting authority, that is seeking to invite suitable candidates to participate in this procurement process.
2. “You” / “Your” refers to the potential supplier completing this standard Selection Questionnaire i.e. the legal entity responsible for the information provided. The term “potential supplier” is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 (referred to as the “regulations”) and could be a registered company; the lead contact for a group of economic operators; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.
3. Please ensure that all questions are completed in full, and in the format requested. If the question does not apply to you, please state ‘N/A’. Should you need to provide additional information in response to the questions, please submit a clearly identified annex.
4. The authority recognises that arrangements set out in section 1.2 of the standard Selection Questionnaire, in relation to a group of economic operators (for example, a consortium) and/or use of sub-contractors, may be subject to change and will, therefore, not be finalised until a later date. The lead contact should notify the authority immediately of any change in the proposed arrangements and ensure a completed Part 1 and Part 2 is submitted for any new organisation relied on to meet the selection criteria. The authority will make a revised assessment of the submission based on the updated information.
5. **For Part 1 and Part 2 every organisation that is being relied on to meet the selection must complete and submit the self-declaration.**
6. **All sub-contractors are required to complete Part 1 and Part 21.**
7. **For answers to Part 3 - If you are bidding on behalf of a group, for example, a consortium, or you intend to use sub-contractors, you should complete all of the questions on behalf of the consortium and/ or any sub-contractors, providing one composite response and declaration.**

The authority confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, other than to the Cabinet Office and/or contracting authorities defined by the regulations, or pursuant to an order of the court or demand made by any competent authority or body where the authority is under a legal or regulatory obligation to make such a disclosure.

1 See PCR 2015 regulations 71 (8) – (9).

Part 1: Potential supplier Information

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

Section 1	Potential supplier information	
Question number	Question	Response
1.1(a)	Full name of the potential supplier submitting the information	
1.1(b) – (i)	Registered office address (if applicable)	
1.1(b) – (ii)	Registered website address (if applicable)	
1.1(c)	Trading status a) public limited company b) limited company c) limited liability partnership d) other partnership e) sole trader f) third sector g) other (please specify your trading status)	
1.1(d)	Date of registration in country of origin	
1.1(e)	Company registration number (if applicable)	
1.1(f)	Charity registration number (if applicable)	
1.1(g)	Head office DUNS number (if applicable)	
1.1(h)	Registered VAT number	
1.1(i) - (i)	If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
1.1(i) - (ii)	If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s).	
1.1(j) - (i)	Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement?	<input type="checkbox"/> Yes <input type="checkbox"/> No
1.1(j) - (ii)	If you responded yes to 1.1(j) - (i), please provide	

	additional details of what is required and confirmation that you have complied with this.	
1.1(k)	Trading name(s) that will be used if successful in this procurement	
1.1(l)	Relevant classifications (state whether you fall within one of these, and if so which one) a) Voluntary Community Social Enterprise (VCSE) b) Sheltered Workshop c) Public service mutual	
1.1(m)	Are you a Small, Medium or Micro Enterprise (SME) ² ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
1.1(n)	Details of Persons of Significant Control (PSC), where appropriate ³ : - Name; - Date of birth; - Nationality; - Country, state or part of the UK where the PSC usually lives; - Service address; - The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used); - Which conditions for being a PSC are met; - Over 25% up to (and including) 50%, - More than 50% and less than 75%, - 75% or more. (Please enter N/A if not applicable)	
1.1(o)	Details of immediate parent company: - Full name of the immediate parent company - Registered office address (if applicable) - Registration number (if applicable) - Head office DUNS number (if applicable) - Head office VAT number (if applicable) (Please enter N/A if not applicable)	

² See EU definition of SME https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en

³ UK companies, Societates European (SE's) and Limited Liability Partnerships (LLP's) will be required to identify and record the people who own or control their company. Companies, SE's and LLP's will need to keep a PSC register and must file the PSC information with the central public register at Companies House.

1.1(p)	Details of ultimate parent company: - Full name of the ultimate parent company - Registered office address (if applicable) - Registration number (if applicable) - Head office DUNS number (if applicable) - Head office VAT number (if applicable) (Please enter N/A if not applicable)	
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Please note: A criminal record check for relevant convictions may be undertaken for the preferred suppliers and the persons of significant in control of them.

Please provide the following information about your approach to this procurement:

Section 1	Bidding model							
Question number	Question	Response						
1.2(a) - (i)	Are you bidding as the lead contact for a group of economic operators?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide details listed in questions 1.2(a) (ii), (a) (iii) and to 1.2(b) (i), (b) (ii), 1.3, Section 2 and 3. If no, and you are a supporting bidder please provide the name of your group at 1.2(a) (ii) for reference purposes, and complete 1.3, Section 2 and 3.						
1.2(a) - (ii)	Name of group of economic operators (if applicable)							
1.2(a) - (iii)	Proposed legal structure if the group of economic operators intends to form a named single legal entity prior to signing a contract, if awarded. If you do not propose to form a single legal entity, please explain the legal structure.							
1.2(b) - (i)	Are you or, if applicable, the group of economic operators proposing to use sub-contractors?	<input type="checkbox"/> Yes <input type="checkbox"/> No						
1.2(b) - (ii)	If you responded yes to 1.2(b)-(i) please provide additional details for each sub-contractor in the following table: we may ask them to complete this form as well. <table border="1" data-bbox="391 1780 1511 1864"> <tr> <td data-bbox="391 1780 618 1864">Name</td> <td data-bbox="618 1780 841 1864"></td> <td data-bbox="841 1780 1063 1864"></td> <td data-bbox="1063 1780 1286 1864"></td> <td data-bbox="1286 1780 1511 1864"></td> </tr> </table>			Name				
Name								

	Registered address				
	Trading status				
	Company registration number				
	Head Office DUNS number (if applicable)				
	Registered VAT number				
	Type of organisation				
	SME (Yes/No)				
	The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables				
	The approximate % of contractual obligations assigned to each sub-contractor				

Contact details and declaration

I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.

I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.

I understand that the information will be used in the selection process to assess my organisation's suitability to be invited to participate further in this procurement.

I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

I am aware of the consequences of serious misrepresentation.

Section 1	Contact details and declaration	
Question number	Question	Response
1.3(a)	Contact name	
1.3(b)	Name of organisation	
1.3(c)	Role in organisation	
1.3(d)	Phone number	

1.3(e)	E-mail address	
1.3(f)	Postal address	
1.3(g)	Signature (electronic is acceptable)	
1.3(h)	Date	

Part 2: Exclusion Grounds

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

Section 2	Grounds for mandatory exclusion	
Question number	Question	Response
2.1(a)	<p>Regulations 57(1) and (2) The detailed grounds for mandatory exclusion of an organisation are set out on this web page, which should be referred to before completing these questions.</p> <p>Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below and listed on the webpage.</p>	
	Participation in a criminal organisation.	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes please provide details at 2.1(b)
	Corruption.	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes please provide details at 2.1(b)
	Fraud.	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes please provide details at 2.1(b)
	Terrorist offences or offences linked to terrorist activities	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes please provide details at 2.1(b)
	Money laundering or terrorist financing	<input type="checkbox"/> Yes

		<input type="checkbox"/> No If Yes please provide details at 2.1(b)
	Child labour and other forms of trafficking in human beings	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes please provide details at 2.1(b)
2.1(b)	<p>If you have answered yes to question 2.1(a), please provide further details.</p> <p>Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction,</p> <p>Identity of who has been convicted</p> <p>If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents.</p>	
2.2	If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion ? (Self Cleaning)	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.3(a)	<p>Regulation 57(3)</p> <p>Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.3(b)	If you have answered yes to question 2.3(a), please provide further details. Please also confirm you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines.	

Please Note: The authority reserves the right to use its discretion to exclude a potential supplier where it can demonstrate by any appropriate means that the potential supplier is in breach of its obligations relating to the non-payment of taxes or social security contributions.

Section 3	Grounds for discretionary exclusion	
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	Question	Response
3.1	<p>Regulation 57 (8)</p> <p>The detailed grounds for discretionary exclusion of an organisation are set out on this web page, which should be referred to before completing these questions.</p> <p>Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation.</p>	
3.1(a)	Breach of environmental obligations?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes please provide details at 3.2
3.1 (b)	Breach of social obligations?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes please provide details at 3.2
3.1 (c)	Breach of labour law obligations?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes please provide details at 3.2
3.1(d)	Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation's assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes please provide details at 3.2
3.1(e)	Guilty of grave professional misconduct?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes please provide details at 3.2
3.1(f)	Entered into agreements with other economic operators aimed at distorting competition?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes please provide details at 3.2
3.1(g)	Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes please provide details at 3.2
3.1(h)	Been involved in the preparation of the procurement procedure?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes please provide details at

		3.2
3.1(i)	Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes please provide details at 3.2
3.1(j)	Please answer the following statements	
3.1(j) - (i)	The organisation is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria.	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes please provide details at 3.2
3.1(j) - (ii)	The organisation has withheld such information.	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes please provide details at 3.2
3.1(j) –(iii)	The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015.	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes please provide details at 3.2
3.1(j)-(iv)	The organisation has influenced the decision-making process of the contracting authority to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or to negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes please provide details at 3.2
3.2	If you have answered Yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)	

Evaluation Criteria

Part 2 is evaluated on a pass/fail basis. Bidders who fail will be disqualified from the procurement process.

Grounds for Exclusion Evaluation Criteria	Fail	Pass
	Identified grounds for exclusion under regulation 57 of the Public Contracts Regulations 2015.	No grounds for exclusion identified under regulation 57 of the Public Contracts Regulations 2015

Important note: Any Bidding Organisation that answers “yes” to any of the questions in Part 2 should provide sufficient evidence that provides a summary of the circumstances and any remedial action that has taken place subsequently, which may effectively “self-clean” the situation referred to. The bidding organisation must demonstrate that it has taken such remedial action, to the satisfaction of the Council in each case.

If such evidence is considered by the Council (whose decision will be final) as sufficient, the bidding organisation concerned shall be allowed to continue in the procurement process.

In order for the evidence referred to above to be sufficient, the bidding organisation shall, as a minimum, prove that it has:

paid or undertaken to pay compensation in respect of any damage caused by the criminal offence or misconduct;

clarified the facts and circumstances in a comprehensive manner by actively collaborating with the investigating authorities; and
 taken concrete technical, organisational and personnel measures that are appropriate to prevent further criminal offences or misconduct.

The measures taken by the bidding organisation shall be evaluated taking into account the gravity and particular circumstances of the criminal offence or misconduct. Where the measures are considered by the Council to be insufficient, the bidding organisation shall be given a statement of reasons for that decision.

Part 3: Selection Questions

Section 4	Economic and Financial Standing	
	Question	Response
4.1	Are you able to provide a copy of your audited accounts for the last two years, if requested? If no, can you provide one of the following: answer with Y/N in the relevant box.	<input type="checkbox"/> Yes <input type="checkbox"/> No
	(a) A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the	<input type="checkbox"/> Yes <input type="checkbox"/> No

	most recent year of trading for this organisation.	
	(b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.	<input type="checkbox"/> Yes <input type="checkbox"/> No
	(c) Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.2	Where we have specified a minimum level of economic and financial standing and/ or a minimum financial threshold within the evaluation criteria for this procurement, please self-certify by answering 'Yes' or 'No' that you meet the requirements set out.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Section 5	If you have indicated in the Selection Questionnaire question 1.2 that you are part of a wider group, please provide further details below:	
Name of organisation		
Relationship to the Supplier completing these questions		
5.1	Are you able to provide parent company accounts if requested to at a later stage?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.2	If yes, would the parent company be willing to provide a guarantee if necessary?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.3	If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Evaluation Criteria for Sections 4 and 5

These sections are evaluated on a pass/fail basis. Bidders who fail will be disqualified from the procurement process.

Finance: Evaluation Criteria	Fail	Pass
	Evidence of financial instability or other area of financial concern following a review of financial information submitted. This may include a review of financial risk reports obtained independently by Wigan Council from providers such as Equifax, Dun and Bradstreet, etc. which confirm this position.	It is concluded that the bidder has sufficient financial stability following a review of financial information submitted. This may include a review of financial risk reports obtained independently by Wigan Council from providers such as Equifax, Dun and Bradstreet, etc. which confirm this position.

Section 6	Technical and Professional Ability
6.1	<p>Relevant experience and contract examples</p> <p>Please provide details of up to three contracts, in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Contracts for supplies or services should have been performed during the past three years. Works contracts may be from the past five years.</p> <p>The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.</p> <p>Consortia bids should provide relevant examples of where the consortium has delivered similar requirements. If this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle is to be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (three examples are not required from each member).</p> <p>Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main intended provider(s) or sub-contractor(s) who will deliver the contract.</p> <p>If you cannot provide examples see question 6.3</p>

	Contract 1	Contract 2	Contract 3
Name of customer organisation			
Point of contact in the organisation			
Position in the			

organisation			
E-mail address			
Description of contract			
Contract Start date			
Contract completion date			
Estimated contract value			

6.2	<p>Where you intend to sub-contract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s)</p> <p>Evidence should include, but is not limited to, details of your supply chain management tracking systems to ensure performance of the contract and including prompt payment or membership of the UK Prompt Payment Code (or equivalent schemes in other countries)</p>
6.3	<p>If you cannot provide at least one example for questions 6.1, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up or you have provided services in the past but not under a contract.</p>

Evaluation Criteria for Section 6

This section is evaluated on a pass/fail basis. Bidders who fail will be disqualified from the procurement process.

Technical and Professional Ability Evaluation Criteria

Fail	Pass
<p>CORE CRITERIA: Details of contracts which are not relevant, which do not demonstrate sufficient technical and professional ability, or which were performed outside the required timeframe;</p> <p>OR; the named contact does not confirm the accuracy of the information provided.</p> <p><i>For Consortia:</i> Relevant examples of the consortium having delivered similar requirements not provided; OR; three separate examples from the principal members of the consortium/SPV not provided to demonstrate the Core Criteria above.</p> <p>FOR SPV's or MANAGING AGENTS: Relevant examples of the main intended provider or sub-contractor having delivered similar requirements not provided to demonstrate the Core Criteria above.</p> <p>Where the principal bidding organisation is to sub-contract a proportion of the contract, insufficient evidence is provided at 6.2 to demonstrate maintenance of a healthy supply chain with subcontractors.</p>	<p>CORE CRITERIA: Details of contracts which are relevant, which demonstrate sufficient technical and professional ability, or which were performed within the required timeframe;</p> <p>AND; the named contact confirms the accuracy of the information provided.</p> <p><i>For Consortia:</i> Relevant examples of the consortium having delivered similar requirements provided to demonstrate the Core Criteria above; OR; three separate examples from the principal members of the consortium/SPV provided to demonstrate the Core Criteria above.</p> <p>FOR SPV's or MANAGING AGENTS: Relevant examples of the main intended provider or sub-contractor having delivered similar requirements provided to demonstrate the Core Criteria above.</p> <p>Where the principal bidding organisation is to sub-contract a proportion of the contract, sufficient evidence is provided at 6.2 to demonstrate maintenance of a healthy supply chain with subcontractors.</p>

Section 7	Modern Slavery Act 2015: Requirements under Modern Slavery Act 2015	
7.1	Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")?	<input type="checkbox"/> Yes <input type="checkbox"/> N/A

7.2	If you have answered yes to question 1 are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015?	<input type="checkbox"/> Yes Please provide relevant the url ... <input type="checkbox"/> No Please provide an explanation
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Evaluation Criteria for Section 7

This section is evaluated on a pass/fail basis. Bidders who fail will be disqualified from the procurement process.

Modern Slavery: Evaluation Criteria	Fail	Pass
	The bidding organisation is an relevant commercial organisation as defined by the Act, but does not, or cannot confirm that it complies with the annual reporting requirements.	The bidding organisation is an relevant commercial organisation as defined by the Act, and it has demonstrated that it complies with the annual reporting requirements, Or: The bidding organisation is not a relevant commercial organisation as defined by the Act.

8. Additional Questions

Suppliers who self-certify that they meet the requirements to these additional questions will be required to provide evidence of this if they are successful at contract award stage.

Section 8	Additional Questions
8.1	Insurance
a.	Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below: Y/N Employer's (Compulsory) Liability Insurance = £10,000,000 Public Liability Insurance = £5,000,000 *It is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement

	is not applicable to Sole Traders.
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ADDITIONAL NOTE for CONSORTIA and SPV bidders:

Consortia, partnerships and joint ventures

Consortia must confirm that the consortium collectively has the required levels of insurance, except for employer’s liability – each consortium member that employs staff must have an individual policy at the required level for this.

Special Purpose Vehicles

Special purpose vehicles must confirm that either the vehicle itself, or one of the members of the vehicle, where the policy specifically extends cover to the vehicle, has the required levels of insurance.

Evaluation Criteria for Section 8.1

This section is evaluated on a pass/fail basis. Bidders who fail will be disqualified from the procurement process.

Insurance Evaluation Criteria	Fail	Pass
	Failure by the bidding organisation to confirm that it has or, if successful, will buy the specified minimum levels of insurance.	The bidding organisation confirms that it has or, if successful, will buy the specified minimum levels of insurance.

8.2 Health & Safety

To ensure that the Council fulfils its duty of care under current Health and Safety legislation we require that any organisations bidding to undertake work on our behalf provide assurance of their ability to fulfil all health and safety requirements relating to the work being undertaken.

The Council has determined the works being procured to involve a medium-to-high level of health and safety risk. We therefore require bidding organisations to be externally accredited to a health and safety scheme which is a Registered Member of **Safety Schemes In Procurement (SSIP) or equivalent** or, if they are currently working towards accreditation, that they will have achieved accreditation by time of contract commencement. Bidding Organisations will also undertake to maintain accreditation for the duration of the Contract including any extensions. The relevant office/branch of the bidding organisation that would be delivering the work/service must be the one that has the requisite accreditation. More information on SSIP can be found at www.ssip.org.uk

Section 8.2.1 – Safety Schemes In Procurement (SSIP) or equivalent	Response
<p>Does your organisation currently hold a valid accreditation, from an SSIP Registered Member health and safety scheme or equivalent?</p> <p><i>(You may also answer “YES” if you are accredited by a scheme from another EU member state, recognised as equivalent to SSIP)</i></p> <p><i>(Your accreditation must be relevant to the category of works covered by this procurement)</i></p>	<p>Yes <input type="checkbox"/></p> <p>No (but working towards) <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
<p><i>If answering “YES”, or “Working Towards”, please state scheme?</i></p>	
<p><i>If answering “YES”, on what date is your accreditation due for renewal and which of the members of SSIP are you accredited to.</i></p> <p><i>(Note that if your organisation is successful in this procurement exercise, you will be expected to maintain accreditation for the duration of the proposed contract including any extensions).</i></p>	
<p><i>If you have stated that you are <u>working towards</u> accreditation, please note that if you are successful in this tender process, the Council will only award the contract to your organisation on confirmation that accreditation has been achieved. Failure to achieve accreditation by time of Contract commencement will result in your bid being disqualified.</i></p>	
<p>Section 8.2.2 – Prosecutions and Enforcement Notices</p>	
<p>Have you been subject to enforcement action or prosecutions by the Health and Safety Executive, any local authority or other relevant enforcement body in the last five years?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p><i>If the answer is “YES” to the above question, please complete Section 8.2.3 below – providing details of all enforcement notices or prosecutions in the last five years.</i></p>	

NOTE: Should the bidding organisation declare that there are no relevant and material enforcement notices, but the Council subsequently discovers, or is alerted to, the fact that such notices **have** been made, this will result in the bidding organisation being disqualified.

Important Notice

A prosecution or enforcement notice will not automatically disqualify your organisation from providing goods, services or works to the Council. The Council will check the veracity of your response with the HSE Enforcement and Prosecutions database (and/or other bodies as relevant).

The Council may verify your compliance with the requirements of the Health and Safety Questionnaire prior to the commencement of any provision of goods, works or services or at any

stage of any such provision, by means of policy checking, validation of accreditations, site audits or any other method it deems appropriate and may as a result disqualify the Organisation for failure to comply.

For further information on employers' health and safety obligations, please visit the Health and Safety Executive website at:

<http://www.hse.gov.uk/simple-health-safety/index.htm>.

8.2.3: Enforcement Notices				
<i>For each enforcement notice you must provide the following information. If there are multiple enforcement notices, please repeat this table for each enforcement notice.</i>				
HSE Notice Number <i>(or other enforcing body name and reference number)</i>	Recipient's Name <i>(Organisation or consortium or SPV member)</i>	Notice Type	Issue Date	Compliance Date
Description of Activity:				Complied with? Y/N
For this enforcement notice, state what actions you have taken or are taking in response:				
If you did not take the required action, or the action taken did not satisfy the relevant organisation, explain why not:				
Prosecutions				
<i>For each prosecution you must provide the following information. If there are multiple prosecutions, please repeat this table for each prosecution.</i>				
Case Number	Defendant's Name <i>(Organisation or consortium or SPV member)</i>	Offence Date	Description	
State what remedial action you have taken as a result of this prosecution:				

ADDITIONAL NOTE for CONSORTIA and SPV bidders:

Consortia, partnerships and joint ventures

The lead consortium member must ensure that the information in this section regarding Health & Safety is effectively communicated to all consortium members. The lead consortium member must provide assurance that all consortium members understand, and have the ability to fulfil all health and safety requirements relating to the work being undertaken.

Special Purpose Vehicles

The lead SPV member must ensure that the information in this section regarding Health & Safety is effectively communicated to all of the organisations represented by the SPV. The lead SPV member must provide assurance that all SPV members understand, and have the ability to fulfil, all health and safety requirements relating to the work being undertaken.

Evaluation Criteria for Section 8.2

This section is evaluated on a pass/fail basis. Bidders who fail will be disqualified from the procurement process.

N.B. “Equivalent” Schemes: When referring to an “equivalent” scheme, this means a Health and Safety Scheme in an EU member state outside the UK which has been formally recognised by either SSIP or the UK Health & Safety Executive (HSE) as providing assurance equivalent to that provided by the SSIP Registered Member schemes.

N.B. Construction line: Please note that Construction line is not an SSIP Registered Member scheme. Construction line serves as a database of members’ health & safety information, but does not assess or accredit members’ health and safety compliance. Construction line membership alone will therefore be deemed insufficient to satisfy these requirements.

8.2.1 Safety Scheme in Procurement (SSIP) or equivalent

	Fail	Pass
D.1 SSIP or Equivalent	Failure by the bidding organisation to confirm they currently hold (or if successful will obtain) a valid accreditation, from an SSIP Registered Member health and safety scheme, or equivalent, by the time of Contract commencement	The bidding organisation confirms they currently hold (or if successful will obtain) a valid accreditation, from an SSIP Registered Member health and safety scheme or equivalent by the time of Contract commencement.

8.2.2 Prosecution and Enforcement Notices

D.2 Prosecution and Enforcement Notices	Fail	Pass
	A relevant and material enforcement notice or prosecution has been made against the bidding organisation and there is insufficient evidence of adequate steps (or evidence of inadequate steps) taken as a consequence of any findings.	<p>No evidence of relevant and material enforcement notices or prosecutions having been made against the bidding organisation</p> <p>Or: Evidence of a relevant and material enforcement notice or prosecution having been made, but evidence is provided of adequate steps taken as a consequence of any findings.</p>

8.3 Equality & Diversity

Section 8.3.1	Does the bidding organisation comply with its legal obligations under the Equality Act 2010, relating to the following?	
<i>Confirm as appropriate</i>		
Age	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Disability	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Gender reassignment	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Marriage and civil partnership	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Pregnancy and maternity	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Race	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Religion or belief	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Sex	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Sexual orientation	Yes <input type="checkbox"/>	No <input type="checkbox"/>
NOTE TO ORGANISATION:		
<p>1. It is the responsibility of the bidding organisation to keep up to date with relevant legislation and ensure it has a current understanding.</p>		

Section 8.3.2	Unlawful Discrimination at Tribunal	Response
	In the <u>last three years</u> has any finding of unlawful discrimination been made against the bidding organisation by any court or industrial or employment tribunal?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Section 8.3.3	Unlawful Discrimination at Statutory Investigation	Response
	In the <u>last three years</u> has any finding of unlawful discrimination been made against the bidding organisation as a result of a formal investigation by the Equality and Human Rights Commission (EHRC) or any relevant statutory European Body?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Section 8.3.4	Taking Remedial Action	Response
	<p>ONLY complete this section if you answered "YES" to 8.3.2 and/or 8.3.3:</p> <p>If the bidding organisation was required to take action, did the action taken satisfy the relevant organisation?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Outline what action the bidding organisation was required to take:	
	Outline what action the bidding organisation actually took. If the required action was not taken, explain why not:	

Section 8.3.5	Sub-Contractors	Response
	If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Do not use any sub-contractors

Evaluation Criteria for Section 8.3

This section is evaluated on a pass/fail basis. Bidders who fail will be disqualified from the procurement process.

Equality and Diversity Evaluation Criteria	Fail	Pass
	<p>Failure to confirm that the bidding organisation complies with any of its legal obligations as outlined</p> <p>OR</p> <p>Evidence of findings of unlawful discrimination by any court or industrial or employment tribunal or formal investigation and no evidence of adequate steps (or evidence of inadequate steps) taken as a consequence of any findings.</p>	<p>The bidding organisation confirms that it complies with all of its legal obligations as outlined</p> <p>AND</p> <p>No evidence of findings of unlawful discrimination by any court or industrial or employment tribunal or formal investigation; OR evidence of findings of unlawful discrimination by a court, tribunal, or formal investigation but evidence is provided of adequate steps taken as a consequence.</p>

8.4 Environmental Management

Section 8.4.1	Breach of Environmental Legislation	Response
	In the <u>last three years</u> , has your organisation been convicted of breaching environmental legislation, or had any formal notice served upon it, by any environmental regulator or authority (including local authority), either in the UK or any other EU member state?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If "YES" please give details of the conviction or notice, including any action taken to resolve the situation:	

Section 8.4.2	Sub-Contractors	Response
	If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Do not use any sub-contractors

Evaluation Criteria for Section 8.4

This section is evaluated on a pass/fail basis. Bidders who fail will be disqualified from the procurement process.

Environmental Management - Evaluation Criteria	Fail	Pass
	<p>A relevant and material prosecution, notice or sanction has been made against the bidding organisation and there is insufficient evidence of adequate steps (or evidence of inadequate steps) taken as a consequence of any findings.</p>	<p>No evidence of relevant prosecution, notice or sanction having been made against the bidding organisation</p> <p>Or:</p> <p>Evidence of a relevant prosecution, notice or sanction having been made, but evidence is provided of adequate steps taken as a consequence of any findings.</p>

**APPENDIX B – STAGE 2 CONTRACT EVALUATION
AWARD**

The Contract Award Evaluation will be assessed under the award criteria for Quality and Price stated in this section.

Cost Award Criteria

Criterion	Weighting
Lowest submitted tender having taken into account any other priced risks or benefits to the Council	50%

Evaluation of Price

Each tenderer’s completed Pricing Schedule submission will be awarded a score based on its relationship with the lowest tender which will take into account any other risks or benefits.

The tender with the lowest tender sum will be awarded the full 50%, with each of the remaining tenders being awarded percentages on a pro-rata basis in accordance with the following calculations:

The price will be evaluated based upon the Haulage Price and Gate Fee.

Overall Price

Total = Haulage Fee (£/tonne) x Annual Tonnage (11,000t) + Gate Fee (£/tonne) x Annual Tonnage (11,000t)

Price weighting (50%) x Best Price/Actual Price

Example Cost Evaluation

An example of the evaluation is shown below. Four companies tender for the contract, one of which (Company B) offers a direct tipping option on the border of Wigan, where Wigan Council determine it is economical to tip approximately 3,000 tonnes per annum, so the Provider will only need to collect 8,000t.

	Company A	Company B	Company C	Company D
--	------------------	------------------	------------------	------------------

Haulage Price (£/tonne)	£11	£7	£8	£9
Gate Fee (£/tonne)	£34	£40	£30	£33
Tonnes collected	11,000	8,000	11,000	11,000
Tonnes direct delivered	0	3,000	0	0
Annual Haulage Price	£121,000	£56,000	£88,000	£99,000
Annual Gate Fee	£374,000	£320,000	£330,000	£363,000
Evaluation Price	£495,000	£376,000	£418,000	£462,000
Percentage Score	38%	50%	45%	41%

The evaluation price excludes the rebate which would be the same for all tenders. This avoids the complexity of evaluating a potential mixture of positive and negative tenders.

Quality/Social Value Award Criteria

The award criteria for Quality will account for 50% of the overall marks.

The objective of the quality evaluation process is to assess the responses to the Specification (this will include any clarifications / interviews / presentations) and then select a preferred bidder with the intention to appoint, in line with the timetable indicated above.

The submission of a tender that can meet the full requirements of the Specification will be evaluated as a pass or fail. Partial service provision will not be considered and will result in the tender being rejected.

All tenders will be evaluated in terms of understanding and meeting the requirements as set out in the specification.

The evaluation will be carried out by a panel representing a range of Council stakeholders, against pre-determined evaluation criteria as set out below and in the 'Quality Award Criteria – Questions' section.

The award criteria for Quality will account for 50% of the overall marks. The weighting percentages shown against each question below are relative percentage weightings and will be normalised to 50% in calculating the overall score for the Quality submission of the tender.

Criterion		Quality Weighting	
A	Haulage	20%	
B	Treatment	25%	
	B1	The treatment facility	5%
	B2	Waste acceptance criteria and protocol	15%
	B3	Markets	5%
C	Contract Management	20%	
	C1	Contract management	5%
	C2	Monthly report and data quality	10%
	C3	Health and Safety	5%
D	Business continuity	10%	
E	Transitional arrangements	5%	
F	Social Value and Community Wealth Building	20%	
Totals =		100%	
Total Score will be normalised to 50% in line with the overall quality weighting			

Evaluation of Quality

Question 1 carries a relative quality weighting of 20% and the maximum score allocated to each question is 5. The actual score allocated to this question for this example is 3.

To work out the adjusted weighting:

= [(Actual score ÷ Maximum possible score) x Quality Question weighting %] x Quality Criteria Overall Weighting:

$$[(3 \text{ marks} \div 5 \text{ marks}) \times 20\%] \times 50\% = 6\%$$

The sum of all the percentages calculated for each of the questions using the above calculation allows the ranking of applicants.

The sum of all the percentages allows ranking of applicants.

A minimum score of 2 is required for all categories except Social Value

Scoring Methodology

The evaluation panel, using the (0–5) scoring methodology detailed below, will evaluate the responses in each quality criterion individually.

Score	Category	Specification	Detail	Compliance	Competency
0	Unsatisfactory	Not addressed	No relevant detail	Non-compliant	Unable to assess due to lack of evidence
1	Poor	Major deficiencies and only minimally addresses the specification	Little relevant / qualified detail	Non-compliant; Tenderer has submitted evidence of partial compliance, but this is not sufficient to demonstrate the Tenderers ability to meet the requirement or is qualified	Little evidence of competency
2	Partial	Partial satisfaction of some aspects of the specification but with some deficiencies apparent	Contains some relevant detail, but incomplete	Details provide some evidence of the Tenderers potential ability to meet requirement. Tenderer has indicated partial compliance	Some evidence of competency
3	Satisfactory	Specification is addressed in full, but provides only basic detail	Complete but basic	Tenderer indicates compliance	Sufficient evidence of competency
4	Good	Specification is addressed in full and contains a good level of detail	A good level of detail which evidences that the Tenderer can meet the requirements	Tenderer indicates compliance with clear evidence of ability to meet the requirements	Good evidence of competency

5	Excellent	Specification may be enhanced by Tenderers approach. Responses add value and may contain some innovation	An impressive level of explicit detail which clearly evidences that the Tenderer can meet the requirements and further offers to add value and / or provide innovation to service delivery	Tenderer indicates compliance with a high level of evidence of ability to meet / enhance requirements.	Excellent evidence of competency
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A minimum score of 2 is required for all categories except Social Value Pricing Schedule

The rates accepted within the Provider tender of rates Table A1 and Table A2 will be the contract price paid per tonne for the initial contract period (two years)

If the contact is extended the provider will be entitled to an increase in the Gate Fee price based on CPI from the first month of the contract extension. The CPI inflation rate applied will be the Consumer Price Index (CPI). The new price for the extension period will be determined by applying the CPI increase to each year of the initial contract term. After which the contract price will be fixed for the extension period.

Table A1: Price Per tonne Haulage and Treatment

	Price
Haulage Fee	
Gate Fee per tonne	

All prices stated should exclude VAT and be stated in Great British Pounds (GBP).

Tenderers may request trial load(s) to increase confidence that the price submitted reflects their expectation of the waste composition and ability to process.

If you are offering an option for RCVs to direct deliver to a facility located near Wigan, which results in additional administration cost, then you may submit an treatment price below.

Table A2: Direct delivered Price Per tonne Treatment

	Price
Gate Fee per tonne	

The Pricing Mechanism

The Pricing mechanism will be based upon a monthly charge or rebate calculated as follows:

Monthly charge/rebate = Quantity Hauled (tonnes) x Haulage Fee (£/tonne) + Quantity processed (tonnes) x (Gate Fee (£/tonne) – Quantity processed (tonnes) x Rebate (£/tonne)

The rebate will be calculated as follows based on the Lets Recycle Index:

Rebate value	Monthly Lets Recycle Price Midpoint		Monthly Composition (%)		
News and Pams (Domestic Mill Price)		X		=	
					+
Mixed Paper (Domestic Mill Price)		X		=	
					+
Cardboard (Domestic Mill Price)		X		=	
					+
Contamination (RDF gate fee)		X		=	
					=
Rebate (£/tonne_					

The value of the Lets Recycle Rebate will therefore determine whether there is an overall charge or rebate to Wigan in that particular month.

If Letsrecycle stop publishing the index, then alternative transparent index/mechanism may be mutually agreed.

Where paper/cardboard is subject to the Extended Producer Regulations, then the index used to determined the rebate may be replaced or the payments adjusted to reflect the index used under those regulations or the index determined the government, scheme administrator or compliance schemes. Likewise, any other payments to the contractor intended to flow through to local authorities shall be duly paid.

The monthly composition shall be based on a minimum of 20 samples.

An example of the rebate value is shown below for June 2021

	Lets Recycle Mid-Point (June) £/tonne	Wigan Composition (%)	Material Rebate Value £/tonne
News and Pams (Domestic Mill)	£124.00	25%	£31.00
Mixed Paper (Domestic Mill)	£78.50	37%	£29.05
Cardboard (Domestic Mill)	£109.00	30%	£32.70
Contamination (RDF)	-£94.00	8%	-£7.52
Rebate (£/tonne)			£85.23

Pricing Specifications

Please note the following rules apply to this tender:

- a) There are no minimum tonnages;
- b) The Provider shall have exclusivity to the entire quantity paper and card waste collected in Wigan providing that the site's operating capacity is met
- c) Trial load (s) may be sent to an alternative facility during re-procurement of the contract
- d) The composition of the material is not guaranteed;
- e) The information provided in the tender documentation on tonnages and composition is indicative only;
- f) Variations in quantities shall not be grounds to vary any rates, prices or charges or terminate the contract;
- g) Tenders must be able to meet the annual capacity required;
- h) The market tracker may be update to align any rebate to the amount owed under the extended producer regulations;
- i) Bids for the partial quantity will not be accepted;
- j) Service failures will result in the penalties against the provider specified in the Contract;
- k) The haulage costs should consider any routes that may be unsuitable for HGVs; and
- l) Due consideration should be given to the risks associated with the collection and packaging reforms outlined below.

Collection and Packaging Reforms

In March 2021 the Government consulted on proposed changes to the management of packaging waste including the introduction of Extended Producer Responsibility that will require producers to pay the full net cost of collection and processing of obligated packaging. The consultation took place alongside a consultation on the Deposit Return Scheme. In addition, a further consultation was undertaken in May 2021 on the introduction of 'consistency' to waste collections, which will require local authorities to collect the same materials separated at source as far as practicable with exemptions that are yet to be fully defined.

At present it is envisaged that local authorities like Wigan that co-collect paper and card will not need to make any changes to the way they collect this fraction, and there are no proposals to include paper/card in the Deposit Return Scheme. Overall, therefore it is unlikely that the proposal will result in any changes to the way paper and card is collected in Wigan.

The Extended Producer Responsibility Consultation included 'an emerging Framework' as to how the payments will be made to local authorities. Nonetheless, the final decision as to how local authorities will be paid will be determined by the scheme administrator which is yet to be appointed.

It is suggested that the producers will bear the full net cost of collection and processing but may only have to pay the full cost if the material meets sufficient quality, and the collection is considered efficient and effective. It was suggested that local authorities are likely to receive at least 80% of the modelled cost for their area (depending on local factors e.g. housing type, deprivation). The remainder of the payments will be dependent on the efficiency/effectiveness of the collection scheme, with payment conditional on meeting quality criteria and/or other factors such as bonus incentive payments for collecting specific materials.

Under the proposed arrangements it is suggested the scheme administrator will pay local authorities a 'per tonne payment' with the value of the commodity netted off so the producer bears the risk on the commodity price. It also suggested that local authorities would retain ownership of the material and sell it to processors.

Overall, therefore, the suggested payment arrangements in this tender would be expected to stay broadly similar. The most likely change will be replacing the 'letsrecycle index' with the 'Commodity Reference Price' used by the scheme administrator to ensure the full risk on commodity price is passed on to the producers for the obligated tonnage. It may also be necessary to change the payment mechanism to split the payment into obligated and non-obligated tonnages to reflect any payments made by the scheme administrator that may be due to the contractor or vice versa to the local authority related to the obligated tonnage only.

It is likely that the proposals will result in increased overall sampling requirements to determine the obligated tonnage and quality. The consultation refers to sampling at 'the first point of consolidation' so we may not necessarily require data from you. However, it is likely that the MF Regulations will be expanded to cover all facilities sorting packaging with increased requirements. Where there is a genuine increase in cost, evidence will need to be submitted to justify any increase in gate fees, and the standard change of law clauses will apply.

The final arrangement for payments to local authorities and processors will be decided by the scheme administrator. Therefore, there is a possibility that an entirely different mechanism may apply, or ownership of the material may not be retained by the local authority but transferred to the scheme administrator or third party in which case this arrangement would cease. If the contractor receives payment directly from the scheme administrator or other party for treating waste under this contract, then any savings would be expected to be passed back to the Authority. Likewise, if payments are made to the Authority to cover processing cost, then the contractor may expect payments to be duly made providing such costs are not already included in the gate fee. Adjustment to any payments to either party that may arise under this agreement as a result of extended producer responsibility shall be mutually agreed.

Quality Award Criteria - Questions

The percentage weighting to be allocated to each question is indicated in brackets at the start of each question.

A Haulage

This question carries a maximum score of 5 points and carries a relative weighting of 20% of the marks within the quality element of the scoring.

Please confirm that you can meet the haulage requirements (Part A of the specification) by providing a method statement outlining how you would deliver the required items.

The answer to this question is limited to a maximum of 5 sides of A4 paper (Arial font, 12pt).

Place your answer here

B Treatment

B1 The treatment facility

This question carries a maximum score of 5 points and carries a relative weighting of 5% of the marks within the quality element of the scoring.

Please confirm that you can meet the Facility requirements (Part B1 of the specification) by providing a method statement outlining how you would deliver the required items.

The answer to this question is limited to a maximum of 5 sides of A4 paper (Arial font, 12pt).

PLACE YOUR ANSWER HERE

B2 Waste Acceptance Criteria and Waste Acceptance Protocol

A

This question carries a maximum score of 5 points and carries a relative weighting of 15% of the marks within the quality element of the scoring.

Please confirm that you can meet the Facility requirements (Part B2 of the specification) by providing a method statement outlining how you would deliver the required items.

The answer to this question is limited to a maximum of 5 sides of A4 paper (Arial font, 12pt).

PLACE YOUR ANSWER HERE

B3 Markets

B

This question carries a maximum score of 5 points and carries a relative weighting of 5% of the marks within the quality element of the scoring.

Please confirm that you can meet the Markets requirements (Part B3 of the specification) by providing a method statement outlining how you would deliver the required items.

The answer to this question is limited to a maximum of 5 sides of A4 paper (Arial font, 12pt).

PLACE YOUR ANSWER HERE

C Administration

C1 Contract Management and Quality Assurance

This question carries a maximum score of 5 points and carries a relative weighting of 5% of the marks within the quality element of the scoring.

Please confirm that you can meet the Contract Management requirements (Part C1 of the specification) by providing a method statement outlining how you would deliver the required conditions.

The answer to this question is limited to a maximum of 5 sides of A4 paper (Arial font, 12pt).

place your answer here

C2 Monthly Report and data quality

This question carries a maximum score of 5 points and carries a relative weighting of 10% of the marks within the quality element of the scoring.

Please confirm that you can meet the Monthly Report and data quality requirements (Part C2 of the specification) by providing a method statement outlining how you would deliver the required conditions.

The answer to this question is limited to a maximum of 5 sides of A4 paper (Arial font, 12pt).

PLACE YOUR ANSWER HERE

C

C3 Health and Safety

This question carries a maximum score of 5 points and carries a relative weighting of 5% of the marks within the quality element of the scoring.

Please confirm that you can meet the Health and Safety requirements (Part C3 of the specification) by providing a method statement outlining how you would deliver the required conditions.

The answer to this question is limited to a maximum of 5 sides of A4 paper (Arial font, 12pt).

PLACE YOUR ANSWER HERE

D Business Continuity

This question carries a maximum score of 5 points and carries a relative weighting of 10% of the marks within the quality element of the scoring.

Please confirm that you can meet the business continuity requirements (Part D of the specification) by providing a method statement outlining how you would deliver the required items.

The answer to this question is limited to a maximum of 5 sides of A4 paper (Arial font, 12pt).

Place your answer here

E Transitional Arrangements for Contract Mobilisation and Exit

This question carries a maximum score of 5 points and carries a relative weighting of 5% of the marks within the quality element of the scoring.

Please confirm that you can meet the transitional requirements for contract mobilisation and exit (Part E of the specification) by providing a method statement outlining how you would deliver the required items.

The answer to this question is limited to a maximum of 5 sides of A4 paper (Arial font, 12pt).

Place your answer here

F Social Value and Community Wealth Building

Overall this question carries a relative weighting of 20% of the marks within the quality element of the scoring, and is split into three parts.

Part 1 - Monetary Value SM1 to SM19 (60%). Refer to Social Value Framework Evaluation Document 'Social Value Framework V3.1' for evaluation weighting and criteria to be applied'

Part 2 – Indicators SI1 to SI5 (20%). Refer to Social Value Framework Evaluation Document 'Social Value Framework V3.1' for evaluation weighting and criteria to be applied'

Part 3 – Descriptive SV1 to SV7 (20%). Refer to Social Value Framework Evaluation Document 'Social Value Framework V3.1' for evaluation weighting and criteria to be applied'

Please substantiate your commitments to delivering Social Value and Community Wealth Building by completing the separate spreadsheet [Social Value Framework V3.1](#)

Answers to the descriptive questions (SV1, SV2, SV3, SV4, SV5, SV6 and SV7) may be answered on the 'descriptive answers' tab of the spreadsheet or, here, if preferred.

The answer to this question is limited to 500 words per question.

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UNDERTAKING DECLARATION

Contract Title: Haulage and Treatment of Paper and Card (two years with an option to extend for two further periods of two years each)

To gain a Pass the declaration must be signed by a Partner, Director or authorised representative i.e. in their name on behalf of the Organisation.

When you have completed this ITT, please ensure that:

- You have answered all the questions;
- You have **provided** all documents requested;
- You have read and signed the undertaking below.

I certify that the information supplied regarding the Organisation is accurate to the best of my knowledge and that I accept the conditions and undertakings requested in this Invitation to Tender. I understand and accept that false information could result in rejection of the application to be selected to take part in the tender process.

I also understand that it is a criminal offence, punishable by imprisonment, to give or offer any gift or consideration whatsoever as an inducement or reward to any servant of a public body. I also understand that any such action will result in rejection of our application to take part in the tender procedure and empower the Council to cancel any contract currently in force.

I understand and agree that if our tender is successful that the Organisation will purchase insurances as required if such insurance is not already held.

I understand and agree to the conditions set out in the Freedom of Information and Environmental Information Statement.

I understand and agree that we will be expected to comply with the Council's policies available on the Council's website including the following, non-exhaustive list:

- Health and Safety
- Equality and Diversity
- Whistle blowing

NB This undertaking is to be signed by a Partner, Director or authorised representative i.e. in their name on behalf of the Organisation.

Signed	
Full Name	
Duly authorised to sign for and on behalf of	
Position held	
Address	
Tel No.	
Mobile No.	
E-Mail	

Date	
------	--

CERTIFICATE RELATING TO BONA FIDE TENDER

Contract Title: Haulage and Treatment of Paper and Card (two years with an option to extend for two further periods of two years each)

The essence of tendering is that the client shall receive bona fide competitive tenders from all firms tendering. In recognition of this principle, we certify that this is a bona fide tender intended to be competitive, and that we have not fixed or adjusted the amount of the tender by, or under, or in accordance with any agreement or arrangement with any other person.

2 We also certify that we have not -

- a) communicated to a person other than the person calling for these, the amount or approximate amount of the proposed tender, except where the disclosure is in confidence, or the approximate amount of the tender was necessary to obtain insurance premium quotations required for the preparation of the tender;
- b) entered into any agreement or arrangement with any other person that shall refrain from tendering or as to the amount of any tender to be submitted;
- c) offered or paid or given or agreed to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other tender or proposed tender for the said work, any act of the sort described above

3 We undertake that we will not do any of the acts mentioned in paragraphs 2 a), 2 b) or 2 c) above at any time before the date and hour specified for the return of this tender.

4 In this certificate the word “person” includes any person and any body or association, corporate or incorporate and “any agreement or arrangement” includes any such transaction, formal or informal and whether legally binding or not.

Signed	
Full Name	
Duly authorised to sign for and on behalf of	
Position held	
Address	
Tel No.	
Mobile No.	
E-Mail	
Date	

CERTIFICATE AGAINST CANVASSING

Contract Title: Haulage and Treatment of Paper and Card (two years with an option to extend for two further periods of two years each)

WE CERTIFY THAT:

We have not canvassed or solicited any Member, Officer or employee of the Authority, in connection with the award of this Tender or any other Tender or proposed award of the Tender for the supply of Goods or Services and that to the best of our knowledge and belief nor has any person employed by us or acting on our behalf has done any such act.

We further hereby undertake that we will not in the future canvass or solicit any Member, Officer or employee of the Authority, in connection with this Tender or any other Tender or proposed Tender for the supply of Goods or Services and that no person employed by us or acting on our behalf will do any such act.

IN THIS CERTIFICATE

'Person' includes any person or any body or association.

'Any canvassing or soliciting' includes any direct or indirect canvassing or any attempts to obtain information by any means.

Signed	
Full Name	
Duly authorised to sign for and on behalf of	
Position held	
Address	
Tel No.	
Mobile No.	
E-Mail	
Date	

CHECKLIST FOR TENDERERS

Please ensure that you have included all required documents in your tender submission, failure to provide any of the items in the checklist may cause your Tender to be non-compliant and not considered.

No	Item	Included in Tender
1	Completed Appendix A - Stage 1 Contract Suitability Evaluation Form	
2	Completed Appendix B - Stage 2 Contract Award Evaluation Form	
3	Completed Social Value Framework Spreadsheet	
4	Completed 'Form of Tender' and Pricing Schedule	
5	Signed Undertaking Declaration	
6	Signed Certificate Relating to Bona Fide Tender	
7	Signed Certificate Against Canvassing	