

Main procurement stage

As you have already scoped your collection service needs then this will help you with the next stage: specifying the service you want and asking for competitive submissions from your short-list of chosen potential service-providers.

To ensure that you receive well-priced bids, that will provide a deliverable service, you will need to provide as much information as possible to ensure that the bidders understand what is required. If bidders don't have full information they may price in risk and you may pay for a level of service that you don't require.

The documents you provide should include:

The timetable and process of the procurement	<ul style="list-style-type: none">• Your contact details• The process and deadlines for asking clarification questions – ensuring bidders are treated fairly• Proformas for completion by the bidders – including limitations of word counts and other information, such as appendices which may not be directly relevant to the proposal – these may be in the form of method statements to be provided by the potential services supplier• The timeline for each part of the process, including clarification period, submission date, evaluation period and contract award, including, if relevant, the “standstill¹ period
Background information	<ul style="list-style-type: none">• Your organisation, its aims, objectives and any environmental policy information that is relevant to the service• Glossary of terms and definitions• Contract terms and conditions• Contract review dates and change mechanisms• Existing waste and recycling volumes, by material types – showing seasonal changes• Historical figures of waste and recyclables changes over as many years as possible – with prediction for growth if you have them (for instance if you know you are expanding your business/ operation)• Typical proportions of the different recyclables at different locations• Existing assets – including bins, skips and other containers, compaction equipment, bins stores, etc. that can be used by the incoming contractor• Existing locations of bins and number/size at each site – consider multi-location sites• Access limitations and arrangements – including times and locked areas

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https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/560275/Guidance_on_Standstill_-_Oct_16.pdf

	<ul style="list-style-type: none"> Existing frequencies of collection – showing seasonal changes
<p>The service specification</p>	<ul style="list-style-type: none"> Duration of contract – start and end date and any potential extension period/s The contract mobilisation period Frequency of collection – although you could ask bidders for different proposals based on sizes of containers versus frequency of collection Maintenance and replacement of containers – their appearance and design features (such as lockable lids and apertures) Site cleanliness and clearance of spillages or collection additional materials – if the sites are regularly untidy or there is a regular quantity of additional waste the service provider will need to provide additional containment capacity and it will be charged for The requirement to include proposals to increase recycling and the quality of the recycling If appropriate, the requirement to provide details of rebates on the collection service charges for increasing recycling and how these will work in practice Data requirements, including volumes and tonnages, number of lifts and additional collections Key performance standards and indicators, rectification periods and resulting financial consequences – including health and safety and risk assessments Annual price Invoicing and payment arrangements <p>For more information download our example Service Specification</p>
<p>The evaluation methodology, criteria and weightings</p>	<ul style="list-style-type: none"> Provision of overall weighting of price and quality in your evaluation The criteria and weighting for the quality criteria The descriptors and scores that you will apply

- As part of their tender submission, you should request information from the bidders to disclose whether they are to provide the service directly or via subcontractors, and how that subcontract will be controlled and managed.
- Ensure that you carefully consider which service requirements are fixed for you and those where you would be open to suggestions from bidders – always considering how you would fairly evaluate suggestions across the received tenders.
- For the quality element it is important that you assess the submissions directly against the requirements of the specification and the award criteria and descriptions, rather than against each other.
- When considering the price submitted it may be that it is abnormally low and you should ensure that you have stipulated that you may not accept an abnormally low tender. It will help your assessment if the costing proformas you have provided ensure that the bidders break down their prices into individual elements. It will then be clearer where the price appears to be sub-economic and the service undeliverable.
- Once you have the scores for both the price and the quality elements these can be combined, using the original price / quality split weighting, to determine the best service provider for you.
- It is generally best to commission a single service provide for general waste, food waste and a dry recyclables collection, as then the service provider can better manage the balance of materials, the overall service and the costs. However, some specialist areas, such as food waste collection, may need to be provided by another collection company. To avoid multiple contracts, you could allow sub-contracting within the main contract for these services.