

## **Invitation to tender**

**5 November 2015**

### **Lambeth Council's commercial waste service review: Reference 2015/16 - 10**

#### **1. Overview**

This invitation to tender is issued by the London Waste and Recycling Board (LWARB) ('the Customer') on behalf of the Resource London programme for the provision of consultancy services ('the Service Provider') to provide technical support to review Lambeth Council's commercial waste service – with a view to increase recycling and grow the portfolio.

#### **2. Background to Resource London**

Resource London is the new, jointly funded support programme for London waste authorities delivered in partnership by the London Waste and Recycling Board and WRAP, the UK's resource efficiency body.

Its primary goal is to help local authorities across London achieve 50% recycling by 2020. The stated objectives of the programme are to:

- achieve the Mayor of London's target that London recycles 50% of local authority collected waste by 2020;
- make an effective contribution to the Mayor of London's CO2 emissions performance standard; and
- make a significant contribution towards England achieving its 50% household waste recycling target in 2020.

More information about Resource London can be found on our [website www.resourcelondon.org](http://www.resourcelondon.org).

#### **3. Background to the requirement**

Lambeth Council is a waste collection authority in inner London, with waste disposal managed by the Western Riverside Waste Authority (WRWA). All household and commercial waste and recycling collections are carried out by Veolia Environmental Services with a 2021 contract end date. Residual waste is either bulked at the waste transfer station in Smugglers Way, Wandsworth or at a site in Lambeth and taken to the energy from waste plant at Belvedere. Recyclates are separated at the onsite MRF in Smugglers Way. Kerbside food waste collected in the borough is taken to Veolia's plant in Southwark where it is bulked and treated in an IVC.

The Council is currently reviewing all their services with the aim of decreasing costs and increasing recycling. One major area of focus is their commercial waste service. The Council currently has approximately 22% of the market in the borough. The majority of customers have residual waste only collections with only a few also having recycling collections. No commercial food waste is collected but the Council does operate a household food waste collection. The Council is interested in reviewing the current service, exploring opportunities for moving more of the commercial waste into recycling and food waste streams, as well as expanding the portfolio.

Please note that Resource London is starting a piece of work with the Royal Borough of Kensington and Chelsea and Hammersmith and Fulham Council (in a bi-borough management arrangement) looking at the feasibility of collecting household and commercial food waste in the boroughs.

#### **4. The specified requirement**

4.1 The Council requires the successful Service Provider to review the existing service and provide the Council with feedback and recommendations on:

- 4.1.1 Implications of diverting more commercial waste collected into the recycling stream from existing customers to include:
- Resource requirements;
  - Anticipated tonnage – high level estimate based on the customers' business; and
  - A high level cost benefit analysis
- 4.1.2 The feasibility of introducing a commercial food waste collection. This should include
- A high-level review of potential customers in the borough;
  - Anticipated resources required and proposed collection methodology;
  - Optimum number of customers to make collections worthwhile;
  - Proposed pricing mechanism; and
  - Anticipated financial surplus
- 4.1.3 Cost benefit analysis of expanding the portfolio to include providing recycling and food waste collections.
- 4.2 Lambeth Officers are putting together an options paper for Members, into which the recommendations from this project will feed. The paper needs to be ready by early January 2016. Bidders should therefore include a proforma for data collection (that will be required to analyse the service) in their tender for the Council to start populating. This will help with the tight timescales for this project.

#### **5 The project deliverables are:**

- 5.1 Attendance at a project inception meeting on Wednesday 24 November 10.00 at the Council offices in Vauxhall: Phoenix House, 10 Wandsworth Road, London SW8 2LL. Timescales for this project can be agreed at the meeting as well as data requirements, Council priorities and discussing the commercial waste service. Notes from this meeting should be taken by the Service Provider and sent to Resource London within 5 working days.
- 5.2 Provision of a draft report by Friday 8<sup>th</sup> January 2016  
NB the Council require this in early January and time needs to be allowed for Resource London to review the draft report, prior to being sent to the Council.
- 5.3 Attendance at a meeting to discuss results (details to be confirmed)
- 5.4 Provision of a final report within a week of receiving feedback from the Council

#### **6 Timetable**

The timetable below gives an indicative timeline for this project.

Bidders are asked to note the timescale for delivery and in their tender submission they should set out how they propose to complete the work within this timescale and identify key dates where they would expect input from the Council's project team.

<b>Milestone</b>	<b>Date</b>
Invitation to Tender issued	05/11/15
Deadline for clarification questions	11/11/15
Clarification question responses returned by	13/11/15
Tender return deadline	09:00 on 19/11/15
Inception Meeting	25/11/2015
Submission of draft report	08/01/2016
Submission of final report	15/01/2016

## **7. Interface/ Contract management**

The main point of liaison between the Service Provider and the Customer will be Beverley Simonson, Local Authority Support Manager, Resource London.

[beverley.simonson@resourcelondon.org](mailto:beverley.simonson@resourcelondon.org) / T: 07795 616922

## **8. Quality of Service**

The Service Provider shall provide the services in a competent, timely manner in accordance with recognised industry quality standards. The Service Provider shall ensure an adequate supply of suitably qualified and competent personnel are available to fulfil the requirements of the Contract.

## **9. Delivery Personnel**

Resource London requires Bidders to nominate Key Personnel with appropriate skills to perform the service for the duration of the contract.

Bidders shall provide a CV for Key Personnel as part of their submission. The CV shall demonstrate the individual's relevant experience, competence and capability and their role in this project and should be no more than 3 sides.

The Service Provider shall ensure any changes to the Key Personnel be undertaken with minimal negative impact to the service and at no additional cost to Resource London.

Resource London may at its discretion request that the Service Provider remove and replace any Key Personnel from the service that Resource London or Lambeth Council considers in any respect unsatisfactory in the delivery and performance of the contract. Resource London or Lambeth Council shall not be liable for the cost of replacing any Key Personnel.

Bidders may include other specialists ("Sub-contractors") in their Delivery Teams. However, the Service Provider will remain entirely responsible for the performance of the service. Such Sub-contractors must act in accordance with the terms and conditions of the contract entered into between LWARB and the Service Provider.

## **10. Submissions**

Bidders are requested to submit:

- Details of their suitability to fulfil the contract, how the contract is to be managed and their approach to delivering the required specification within the timeline indicated in 6 above. To include examples of relevant project experience, in particular experience of similar service reviews. **Maximum 10 sides of A4** (excluding project experience and CVs which can be included as an Appendix).

- Details of the personnel comprising the Delivery Team, including CVs (should be no more than 3 sides) and a description of their role in delivering the contract
- A Pricing Schedule giving day rates and anticipated number of days for nominated personnel (see Appendix 1) to **include VAT and expenses**.

Bids must be submitted by 09:00 on 19/11/15 2015 with the reference “LWARB tender: 2015/16 – 10” to [info@lwarb.gov.uk](mailto:info@lwarb.gov.uk)

## 11. Contract

The contract will be let by the London Waste & Recycling Board, as the contracting organisation.

The following terms shall apply:

### Travel and Expenses

All fees shall be inclusive of any travel and subsistence incurred to locations in Greater London.

Where additional expenses\* are incurred, the following rates will apply:

Hotel accommodation	Up to 3 Star hotels should be used. Actual cost up to a maximum of £150 per night in Greater London and £110 per night elsewhere. NB extras such as newspapers, telephone calls, laundry, room service, films and mini bars are not claimable.
<b>TRAVEL</b>	
Public Transport (Train, tube, tram, bus, light rail)	Actual cost. NB you cannot claim travel from home to your normal place of work or vice versa. Rail travel will be standard class.
Taxis	Only to be used in exceptional circumstances. Actual cost.
Mileage	Private cars may only be used where reasonable public transport is not available and you have a valid business insurance cover. HMRC approved rates are applied.

*\*additional expenses to be agreed with Resource London prior to being incurred.*

## 12. Evaluation

Resource London and Lambeth Council must be satisfied that each potential contractor has the appropriate capabilities and resources available to undertake the work to our requirements and provide the necessary services. The process we use to select contractors is a competitive one. Your tender submission will be evaluated by both Resource London and Lambeth Council by looking at the following criteria:

<b>Evaluation criteria</b>	<b>Weighting</b>
Price <sup>1</sup>	30%
Methodology – the proposed approach and timeline to deliver the project requirements, taking into account the Council's tight timescales	30%
Authority of allocated personnel, their skills and technical capability including that of service reviews and commercial waste collections	40%

<b>Scoring</b>	
Outstanding - cannot be faulted	100
Excellent	90
Very good	80
Good	70
Above average	60
Average	50
Below average	40
Poor	30
Very poor	15

## 13. Acceptance of bids

In issuing this invitation to bid, Resource London is not bound to accept the lowest or any bid and reserves the right to accept the whole or any specified part of the bid unless the bidder expressly stipulates otherwise.

Resource London will not enter into discussion with non-selected potential suppliers, or justify its decision. Potential suppliers are deemed to have accepted these conditions by the act of submitting their quote. The selected preferred supplier cannot assume they have been granted the contract until a formal contract is signed.

## 14. Period for which bids shall remain valid

Unless otherwise stipulated by the bidder, bids shall remain valid for 30 days from the closing date for receipt of tenders.

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<sup>1</sup> This will be assessed by deviation from the lowest compliant tender

## Appendix One Pricing Schedule

### Specification for the provision of consultancy services Ref 2015/16 - 10

An example breakdown table is shown below. Whilst this format is not mandatory, the breakdown you provide should include at least this information. **Provide the breakdown as a separate Excel spreadsheet file** in addition to a static form in your main tender document.

<b>Role:</b>	Project Director	Project Manager	Senior Consultant	Consultant	Junior Consultant	<b>Total days</b>	<b>Total cost</b>
<b>Name:</b>	Joe Bloggs	John Smith	Name	Name	Name		
<b>Day rate (incl VAT):</b>	£850	£720	£650	£520	£420		
<b>Task</b>							
<u>Project Management</u>							
Initiation meeting	1	1				<b>2</b>	<b>£1,570</b>
Task 1		20				<b>20</b>	<b>£14,400</b>
Task 2	6	6				<b>12</b>	<b>£9,420</b>
<u>Task 3</u>							
Task 3			3			<b>3</b>	<b>£1,950</b>
....etc						<b>0</b>	
<b>Total days</b>	<b>7</b>	<b>27</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>37</b>	
<b>Total Fees</b>	<b>£5,950</b>	<b>£19,440</b>	<b>£1,950</b>	<b>£0</b>	<b>£0</b>		<b>£27,340</b>
				<b>Expenses incl. VAT</b>			<b>£0</b>

**Please ensure all day rates are inclusive of VAT and inclusive of travel costs to and within Greater London.**

Bidders should provide their best estimate of total price to deliver the specification outlined in 4 and 5 based on the day rate and days input for each of the nominated personnel.