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Tender

## **Waste Composition Analysis Services**

Scotland Excel

F02: Contract notice

Notice identifier: 2021/S 000-003295

Procurement identifier (OCID): ocds-h6vhtk-029446

Published 18 February 2021, 3:56pm

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Scotland Excel

Renfrewshire House, Cotton Street

Paisley

PA1 1AR

#### **Email**

[Environment@scotland-excel.org.uk](mailto:Environment@scotland-excel.org.uk)

#### **Telephone**

+44 3003001200

#### **Fax**

+44 1416187423

#### **Country**

United Kingdom

**NUTS code**

UKM - SCOTLAND

**Internet address(es)**

Main address

<http://www.scotland-excel.org.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA10383](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA10383)

**I.2) Information about joint procurement**

The contract is awarded by a central purchasing body

**I.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://www.publictendersscotland.publiccontractsscotland.gov.uk/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted to the above-mentioned address

**I.4) Type of the contracting authority**

Body governed by public law

**I.5) Main activity**

General public services

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Waste Composition Analysis Services

Reference number

1520

#### **II.1.2) Main CPV code**

- 90700000 - Environmental services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

This procurement is for the provision of a service to carry out a Waste Composition Analysis (“WCA”) of various waste streams collected from households at the kerbside (and through the network of Household Waste & Recycling Centres) for 32 Local Authorities in Scotland in order to determine a composition of waste streams.

This framework is available to all Scottish Councils, Scotland Excel Associate Members and other participating public bodies.

#### **II.1.5) Estimated total value**

Value excluding VAT: £3,000,000

#### **II.1.6) Information about lots**

This contract is divided into lots: No

### **II.2) Description**

#### **II.2.2) Additional CPV code(s)**

- 90710000 - Environmental management
- 79000000 - Business services: law, marketing, consulting, recruitment, printing and security

- 79720000 - Investigation services
- 79723000 - Waste analysis services
- 90711000 - Environmental impact assessment other than for construction

### **II.2.3) Place of performance**

NUTS codes

- UKM - SCOTLAND

### **II.2.4) Description of the procurement**

Waste streams anticipated to be included but not limited to are Residual Waste, Organic Waste and Co-Mingled Dry Recyclables of varying type and mix.

The WCA will required to be carried out as prescribed within published tender documentation, and as further refined by individual Council users and is anticipated to be in line with best practice guidance as described within the Zero Waste Scotland (ZWS) "Guidance on the Methodology for Waste Composition Analysis " as a minimum. Required service is likely to include a requirement to collect samples for analysis, sort samples, conduct post-sample analysis and produce comprehensive reporting as prescribed.

### **II.2.5) Award criteria**

Quality criterion - Name: Technical / Weighting: 50

Price - Weighting: 50

### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

48

This contract is subject to renewal

No

### **II.2.10) Information about variants**

Variants will be accepted: No

### **II.2.11) Information about options**

Options: No

### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

### **II.2.14) Additional information**

Economic operators may be excluded from this competition (or any competition in relation to any lot) if they are in any of the situations referred to in Regulation 58 of the Public Contracts (Scotland) Regulations 2015.

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## **Section III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

#### **III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions

SPD (Scotland) Question 4A.2 - Authorisation

Bidders should note that Waste carrier registration is required if the Bidder/Subcontractor is intending to collect waste from any Council.

#### **III.1.2) Economic and financial standing**

List and brief description of selection criteria

1. SPD (Scotland) Questions 4B.5.1b and 4B.5.2: Insurance Requirements
2. SPD (Scotland) Question 4B.6: Other Economic & Financial Requirements

Minimum level(s) of standards possibly required

1. SPD (Scotland) Question 4B.5.1b and 4B.5.2 - INSURANCE REQUIREMENTS:

It is a requirement of the contracts to be procured under the proposed framework

agreement that bidders hold, or can commit to obtain prior

to the commencement of any subsequently awarded contract, the types and levels of insurance indicated below:

EMPLOYERS LIABILITY INSURANCE = a minimum indemnity limit of GBP 5 million, each and every claim, without limit to the number of claims.

PUBLIC/PRODUCTS LIABILITY INSURANCE = a minimum indemnity limit of GBP 5 million, each and every claim for Public Liability and in the aggregate in respect of Products.

Bidders should note that increased level of insurance may be required by a Council at the time of appointing a Service Provider(s) depending on its specific requirements. In addition, THIRD PARTY MOTOR VEHICLE INSURANCE may be required.

## 2. SPD Scotland) Question 4.B.6 - OTHER ECONOMIC AND FINANCIAL REQUIREMENTS:

A search of the bidder against Equifax's Protect must not return a 'Warning' or 'Caution' returnable code or any neutral code, unless the bidder confirms that it can provide any other document which Scotland Excel considers appropriate to prove to Scotland Excel (acting within its permitted discretion under the applicable public procurement rules) that the bidder does / would not present an unmanageable risk should it be appointed on to the proposed Framework Agreement.

Equifax's Protect is a fraud indicator / credit risk search and analysis of five areas of threat in relation to a particular company: credit history; disqualification; validation and investigation bureau; connected data; and bureau information.

### **III.1.3) Technical and professional ability**

List and brief description of selection criteria

1. SPD (Scotland) Question 4C.10 - Subcontracting
2. SPD (Scotland) Question 4D.1 - Quality Assurance Schemes
3. SPD (Scotland) Question 4D.1 - Health and Safety Procedures
4. SPD (Scotland) Question 4D.2 - Environmental Management Systems or Standards

Minimum level(s) of standards possibly required

### 1. SPD (SCOTLAND) QUESTION 4C.10 - SUBCONTRACTING:

Bidders will be required to confirm whether they intend to subcontract and, if so, for what proportion of the contracts to be called-off under the proposed framework agreement.

If you intend to subcontract any share of the contract to third parties on whose capacity you do not rely to satisfy the selection criteria, you must secure that each subcontractor completes a separate SPD (Scotland) Response for all Parts of the SPD (Scotland) Qualification Envelope, except Part 4 (Selection criteria).

### 2. SPD (SCOTLAND) QUESTION 4D.1 - QUALITY ASSURANCE SCHEMES

The bidder must have the following:

The bidder must hold a UKAS (or equivalent) accredited independent third party certificate of compliance in accordance with BS EN ISO 9001 (or equivalent);

OR

A documented policy regarding quality management. The policy must set out responsibilities for quality management demonstrating that the Bidder has and continues to implement a quality management policy that is authorised by their Chief Executive, or equivalent, and is periodically reviewed at a senior management level. The policy must be relevant to the nature and scale of the work to be undertaken and set out responsibilities for quality management throughout the organisation.

### 3. SPD (SCOTLAND) QUESTION 4D.1 - HEALTH AND SAFETY PROCEDURES

The bidder must have the following:

The bidder must hold a UKAS (or equivalent), accredited independent third party certificate of compliance in accordance with BS OHSAS 18001 (or equivalent) or have, within the last 12 months, successfully met the assessment requirements of a construction-related scheme in registered membership of the Safety Schemes in Procurement (SSIP) forum.

Whilst it is a criteria for bidders to hold an accredited independent third party certificate of compliance in accordance with BS OHSAS18001 (or equivalent), it is important to note that due to the recent release of ISO 45001, this will now be withdrawn. Therefore, bidders are also required as part of their submission to specify that they will commit to migrate to the new standard by March 2021.

OR

A regularly reviewed and documented policy for Health and Safety (H&S) management, endorsed by the Chief Executive Officer, or equivalent. The policy must be relevant to the nature and scale of the work and set out responsibilities for H&S management at all levels within the organisation.

The policy must be relevant to the nature and scale of your operations and set out your company's responsibilities of health and safety management and compliance with legislation.

#### 4. SPD (SCOTLAND) QUESTION 4D.2 - ENVIRONMENTAL MANAGEMENT STANDARDS

The bidder must have the following:

The bidder must hold a UKAS (or equivalent) accredited independent third party certificate of compliance with BS EN ISO14001 (or equivalent) or a valid EMAS (or equivalent) certificate;

OR

A regularly reviewed documented policy regarding environmental management, authorised by the Chief Executive, or equivalent. This policy must include and describe the Bidder's environmental emergency response procedures including the preparedness and response procedures for potential accidents and emergency response situations that give rise to significant environmental impacts (for example hazardous substances spill control).

### **III.2) Conditions related to the contract**

#### **III.2.2) Contract performance conditions**

For full details of the conditions relevant to the proposed Framework, and contracts to be called-off there under (to the extent known or settled at this stage), please see the procurement documents (details of how to access these being set out in section "1.3) Communication" of this Contract Notice).

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Open procedure

#### **IV.1.3) Information about a framework agreement or a dynamic purchasing system**

The procurement involves the establishment of a framework agreement

Framework agreement with several operators

Envisaged maximum number of participants to the framework agreement: 10

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: Yes

### **IV.2) Administrative information**

#### **IV.2.1) Previous publication concerning this procedure**

Notice number: [2020/S 189-457557](#)

#### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Date

19 March 2021

Local time

12:00pm

#### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

#### **IV.2.6) Minimum time frame during which the tenderer must maintain the tender**

Duration in months: 5 (from the date stated for receipt of tender)

#### **IV.2.7) Conditions for opening of tenders**

Date

19 March 2021

Local time

12:00pm

Place

Scotland Excel, Renfrewshire House, Cotton Street, Paisley PA1 1AR on  
<https://www.publictendersscotland.publiccontractsscotland.gov.uk/>

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

### **VI.2) Information about electronic workflows**

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

### **VI.3) Additional information**

Scotland Excel as a central purchasing body, may procure this framework on behalf of the following contracting authorities (and successor bodies):

- the 32 local authorities in Scotland listed at <http://www.scotland-excel.org.uk/home/aboutus/Ourmembers/Local-authorities.aspx>;

- Tayside Contracts;

- Scottish Prison Service and all establishments owned and managed by the Scottish Ministers through the Scottish Prison Service;

- Scotland Excel associate members, listed at <http://www.scotland-excel.org.uk/home/Aboutus/Ourmembers/Associate-members.aspx>; and,

- Any integration authority, or other body, established pursuant to the Public Bodies (Joint Working) (Scotland) Act 2014.

The above is subject to each contracting authority entering into and maintaining a relevant membership agreement or other access agreement with Scotland Excel.

Scotland Excel is delivering this framework with support from Zero Waste Scotland (ZWS), a not-for-profit organisation funded by the Scottish Government. A key component of ZWS's role in informing policy and motivating change involves gathering informative and accurate data as well being involved in technical evaluation alongside the councils.

Economic operators may be excluded from this competition if they are in any of the situations referred to in Regulation 58 of the Public Contracts (Scotland) Regulations 2015.

Bidders are advised that the envisaged maximum number of participants that might be appointed to the proposed framework agreement set out in section IV.1.3 of this contract notice is purely indicative. Scotland Excel reserves the right to appoint more or less bidders than the envisaged maximum number to the proposed Framework Agreement.

Subcontractors on whose capacity the Bidder does not rely: Scotland Excel will request the following information in the Single Procurement Document (Scotland):

- whether the bidders intend to subcontract any share of the contract to a third party;
- list of the proposed subcontracts as far as it is known at that stage; and
- what proportion / percentage of the contract does the Bidder intend to subcontract.

Please note that these subcontractors on whose capacity the bidder does not rely will be subject to the rules regarding Exclusion as set out immediately above.

## CONTRACT MANAGEMENT, KPIs & COMMUNITY BENEFIT REQUIREMENTS

As per details in the Special Conditions, Service Providers will be required to provide Management Information (MI) and KPIs on a quarterly basis.

It is envisaged that Community Benefit Requirement details will be provided on a 6-monthly basis.

MI requires an itemised statement for services provided for each contracting authority who will be permitted to purchase under this proposed Framework Agreement down to a defined categorisation structure set out in the MI template.

In addition, details on the following KPIs must be provided:

- Delivery of projects on time
- Customer complaints
- Accuracy and timeous management information (MI) returns
- Price stability

Please see attachment included within the Additional Notice options section of the Contract Notice for further information.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 17857. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

Community benefits are included in this requirement. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2361>

A summary of the expected community benefits has been provided as follows:

In accordance with section 25(3) of the Procurement Reform (Scotland) Act 2014 note that. Scotland Excel intends to include community benefit requirements. As part of your response within the Technical criteria, Bidders will be requested to commit to delivery of community benefits in accordance with the methodology outlined in the tender documents.

(SC Ref:643275)

## **VI.4) Procedures for review**

### **VI.4.1) Review body**

Please refer to VI.4.3 below

N/A

Country

United Kingdom

### **VI.4.2) Body responsible for mediation procedures**

Please refer to VI.4.3 below

N/A

Country

United Kingdom

### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

An economic operator that suffers, or risks suffering, loss or damage attributable to breach of duty under the Public Contracts (Scotland) Regulations 2015 (SSI2015/446, as amended) may bring proceedings in the Sheriff Court or the Court of Session in accordance with Regulation 88 of the 2015 Regulations.

### **VI.4.4) Service from which information about the review procedure may be obtained**

Court of Session

Parliament Square

Edinburgh

EH1 1RQ

Country

United Kingdom