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Planning

1060 - Delivery Service for the Food Waste Recycling Early Intervention

Essex County Council

F01: Prior information notice

Prior information only

Notice identifier: 2024/S 000-015474

Procurement identifier (OCID): ocds-h6vhtk-0459dd

Published 15 May 2024, 3:40pm

Section I: Contracting authority

I.1) Name and addresses

Essex County Council

County Hall, Market Road

Chelmsford

CM1 1QH

Contact

Ms Emma Whitten

Email

emma.whitten@essex.gov.uk

Country

United Kingdom

Region code

UKH - East of England

Internet address(es)

Main address

<https://www.essex.gov.uk/>

Buyer's address

<https://www.essex.gov.uk/>

I.2) Information about joint procurement

The contract is awarded by a central purchasing body

I.3) Communication

Additional information can be obtained from the above-mentioned address

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

1060 - Delivery Service for the Food Waste Recycling Early Intervention

Reference number

DN724133

II.1.2) Main CPV code

- 90700000 - Environmental services

II.1.3) Type of contract

Services

II.1.4) Short description

Essex County Council (ECC) will be seeking to procure Services for the Delivery of Promotional Materials for a Food Waste Recycling Initiative.

The successful contractor will be required to make arrangements for the receipt and temporary storage of promotional materials.

The contractor will be required to deliver a flyer to target households within the Waste Collection Authority (WCA) areas covered by Colchester City Council, Brentwood Borough Council and Castlepoint Borough Council in Autumn 2024. The contractor will be required to repeat delivery approximately three (3) weeks afterwards to the same households with a further leaflet and roll of compostable food waste caddy liners.

The contractor will be required to regularly report on progress of deliveries and arrange delivery of unused stock at the end of the initiative back to ECC.

The contract duration total is expected to be a total of six (6) months including preparation, planning, delivery and reporting.

II.1.5) Estimated total value

Value excluding VAT: £65,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 90500000 - Refuse and waste related services

II.2.3) Place of performance

NUTS codes

- UKH - East of England
- UKJ - South East (England)

II.2.4) Description of the procurement

ECC will be seeking to procure Services for the Delivery of Promotional Materials for a Food Waste Recycling Initiative.

The successful contractor will be required to make arrangements for the receipt and temporary storage of promotional materials (flyers, leaflets and liners) for delivery to target households within the WCA areas covered by Colchester City Council, Brentwood Borough Council and Castlepoint Borough Council. The design of the materials will vary by each location and therefore the contractor will be required to store and allocate the stock appropriately.

The contractor will be required to deliver a flyer to target households in Autumn 2024. The contractor will then be required to repeat delivery approximately three (3) weeks afterwards to the same households with a further leaflet and roll of compostable food waste caddy liners.

Roll-out of the project will involve working closely with the Circular Economy Team at ECC and officers from each of the participating WCAs in Colchester, Castlepoint and Brentwood.

The Supplier will be provided with each of the WCA's 'round data' to inform pricing of the delivery service and planning for the exact households that will receive the package.

The three WCA areas will need to be targeted simultaneously during the delivery roll-out period.

The contractor will be required to regularly report on progress and arrange delivery of unused stock at the end of the initiative back to ECC.

The contract duration total is expected to be a total of six (6) months including preparation, planning, delivery and reporting.

II.2.6) Estimated value

Value excluding VAT: £65,000

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

This contract is subject to renewal

Yes

Description of renewals

ECC retain the right to include an extension period when the tender is published.

II.3) Estimated date of publication of contract notice

1 August 2024

Section IV. Procedure

IV.1) Description

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

The procurement is covered by the Government Procurement Agreement: Yes