



INVITATION TO TENDER
FOR WASTE MANAGEMENT SERVICES

ITT Issue Date:	20 th October 2025
Submission Date:	21 st November 2025

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TIMETABLE

Issue Tender Notice and Tender Documents	20/10/2025
Site visits	Between 27/10/2025 and 31/10/2025
Last Date for Clarifications	03/11/2025
Submission of Completed Documents	21/11/2025
Invitation of short-listed supplier for meeting and inform unsuccessful Suppliers with Assessment Summary	01/12/2025
Notification of Proposed Appointment to Contract	19/12/2025
Standstill Period End	Between 19/12/2025 and 05/01/2026
Contract Award	08/01/2026
Mobilisation of the Contract	16/02/2026
Contract Start Date	01/03/2026

PLEASE NOTE:

Dates may be subject to change but will remain within agreeable requirements.

ABOUT THE TRUST

Our growing family of academies is based in and around Nottingham and includes children from their first day at nursery all the way through to preparation for university and lifelong learning.

Archway Learning Trust (“The Trust”) was formed in early 2014, and has grown steadily since, reaching the current portfolio of 8 secondary schools, 3 primary schools, and a SCITT.

The Trust’s core aim is to work in collaborative partnership as a family of schools, united through the Archway Learning Trust, to improve outcomes for all the learners across those schools. This is encapsulated in our vision, to work together to create great places to learn and work.

The values of Archway Learning Trust underpin everything we do. The Trust is a learning organisation, and the values are for all learners in the Trust: pupils and students, staff, governors and trustees, parents and carers.

- Collaboration: We work together to achieve our common purpose of transforming lives. We achieve more together than we do alone.
- Excellence: We have unrelenting ambition for all. We are committed to the hard work and care that will deliver success, ensuring that no one is left behind.
- Inclusion: We embrace the value and difference. Our variety of backgrounds and experiences help to enrich all. No matter how challenging the situation we proactively work to champion the needs of our young people.

We are a growing trust, currently with 8654 students on roll but with 2 new-year groups to add to one secondary and more primaries looking to join us.

Further details of the Trust are available at www.archwaytrust.co.uk

A full list of our schools including location, can be found on our website: <https://www.archwaytrust.co.uk/our-family/>

ABOUT THE PROCESS

Archway Learning Trust is looking to award a Contract for Waste Management Services for 36 months from 1st March 2026 with option to extend it with 1 + 1 year.

This document together with all other associated documents provided to Suppliers in connection with this Procurement contain procedural requirements which Suppliers must follow. Failure to comply with or follow any procedural requirement may result in the exclusion of the Supplier from the Procurement at the **Archway Learning Trust**'s sole discretion.

Suppliers that wish to participate in the Procurement are responsible for ensuring that the Central Digital Platform contains complete, accurate and up-to-date information about their organisation and any Associated Suppliers which are relevant for the purpose of this Procurement. Suppliers must notify the **Archway Learning Trust** immediately if it is unable to register on the Central Digital Platform and / or provide accurate and up-to-date information via the Central Digital Platform.

The objective of this ITT is to identify the most advantageous offer. The criteria will be evaluated are detailed within this document.

The Trust reserves the right to cancel this process at any point.

Suppliers will remain responsible for all costs and expenses incurred by them, their staff, and their advisers or by any third party acting under their instructions in connection with this Procurement. For avoidance of doubt, the Trust is not liable for any costs or expenditure resulting from any cancellation or amendment of this Procurement.

The Trust reserves the right at any time:

- To issue amendments, modifications or additional information to any documentations which forms part of this Procurement.
- To require a Supplier to clarify their proposal(s) and / or tender submission in writing and / or provide additional information – failure by a Supplier to respond adequately may result in their tender submission being rejected.
- To alter the Procurement Timetable.
- To rewind and re-run any part of the Procurement on the same alternative basis
- To amend the Procurement as described herein, including the number of stages and the number of Suppliers to be selected at any stage.

PRELIMINARY MARKET ENGAGEMENT

The Trust contacted potential Suppliers who offer Waste Management Services in local area: Nottinghamshire and Derbyshire.

CONTRACT RISKS

The Trust have identified the potential contract risks listed below:

- Changes in law and regulation.
- Alteration of premises which could change the nature of the areas to be serviced.
- Adding new premises during the length of the Contract.
- Health and Safety risk during collection of the bins at the sites.

These potential risks would not change the overall nature of the contract but may require in-life contract modifications.

CONTRACT TERMS

Any resulting Contract will consist of the Contract Particulars (to be completed at award stage), the Standard Terms and Conditions, the Special Terms and Conditions and the successful Tender. The contract will be subject to English law and the exclusive jurisdiction of the English Courts.

Any contract award will be conditional on the Contract being approved in accordance with the Trust's internal procedures and any minimum required documentation being demonstrated by the winning tenderers.

The Contract will include relevant minimum service level requirements (Key Performance Indicators) for the successful tenderer(s), though these may be amended at contract mobilisation stage through agreement by both parties.

INSTRUCTIONS TO THE SUPPLIERS

The Trust wishes to invite Suppliers for the provision of comprehensive Waste management Services.

The contract(s) will be awarded from **1st Marc 2026** on an **initial three-year basis, with the option to extend the contract on a one plus one basis** to the successful supplier(s) of this tender.

All enquiries relating to this Procurement must be forwarded in writing **via email to Gyongyi Klein** email address: gklein@archwaytrust.co.uk

Suppliers can visit all sites in week commencing 27th October after liaising with Operations Manager, Mr David Alexander. His email address: dalexander@archwaytrust.co.uk and mobile phone number: 07592614483

Completed RESPONSE FORM together with Appendix A, C and D must be returned via **email to tender@archwaytrust.co.uk and to Gyongyi Klein**, email address: gklein@archwaytrust.co.uk by noon, 21st November 2025

Late submissions will not be considered. Failure to use the ITT documents will invalidate the quote. We reserve the right, both prior to and after the award of the contract, to inspect the validity of all information given, to substantiate the information detailed by a supplier.

Suppliers must provide responses using the Appendices. The Trust reserves the right to disqualify you if you do not submit your quote in a manner consistent with the provisions set out in Instructions.

Suppliers must not alter / amend the documents in any way.

Suppliers must complete the Appendix C – PRICING SCHEDULE to provide fixed rates for the first year and preferably for the second and third year of the Contract. No claim for additional payment will be considered for items that have not been specified. All Prices shall be stated in pounds sterling and exclusive of VAT.

Suppliers are required to complete the following sections:

- Appendix A – PROCUREMENT SPECIFIC QUESTIONNAIRE
- Appendix B – RESPONSE FORM
- Appendix C – PRICING SCHEDULE
- Appendix D – FORM OF TENDER

3 Suppliers that achieved the 3 highest total scores will be short-listed for virtual meeting during week starting on Monday 1st December 2025.

Suppliers that were not selected for demo will be informed via email on 1st December with Assessment Summary.

Final evaluation based on the data received during the demo will be completed on the Scoring Methodology detailed later in this document.

REQUIREMENTS

The Waste Management Services are currently carried out by an outsourced provider for all the Trust's Academies as summarised below.

Name of the Academy	Address
Bluecoat Aspley Academy (BAA)	NG8 5GY Aspley Lane, Nottingham
Bluecoat Beechdale Academy (BBA)	NG8 3GQ Glenbrook Crescent, Nottingham
Bluecoat Bentinck Primary Academy (BNK)	NG7 4AA Alferton Road, Radford, Nottingham
Bluecoat Primary Academy (BPA)	NG8 3BB Harvey Road, Nottingham
Bluecoat Trent Academy (BTA)	NG5 1AJ Pelham Avenue, Nottingham
Bluecoat Wollaton Academy (BWA)	NG8 1EA Sutton Passeys Crescent, Nottingham
St John The Baptist Primary (CSJ)	NG4 2ED Vale Road, Colwick, Nottingham
Lees Brook Academy (LBA)	DE21 4QX 16 Morley Road, Chaddesden, Derby
The Nottingham Emmanuel School (NES)	NG2 7YF Gresham Park Road, Nottingham

The Academies are open 51 weeks of the year, 39 weeks are with students, with service required in all holiday periods except Christmas when the sites close for one week period. During the 11 weeks of holiday, Waste Collection Service will be required as part of this specification.

Dedicated days for collection to be confirmed and agreed with relevant sites. Timing of collection between 6:00 and 8:00 am preferably.

The aim is to ensure efficient, compliant, environmentally responsible, and cost-effective waste collection, disposal and recycling services across all sites.

The scope of the Service comprises:

- Providing and operating a system for the collection of waste and the onward provision of preparation for re-use, recycling, other recovery, and disposal services which is environmentally sustainable.
- Collecting and treating the Trust's waste including but not limited to those streams identified in this document.
- Providing waste collection and treatment services on either a regular contract basis or as requested on an ad-hoc basis by the Trust.
- Ensuring that the volumes of waste do not build up to create any form of hazard to human or the environment.
- Providing a system for data collection, and the recording and monitoring of the waste collection and operation's transport emissions e.g. CO₂.
- Supporting the Trust to reduce waste produced via awareness campaigns.
- Complying with all applicable legal requirements, including any changes to the law which occur during the contract period.
- Undertaking annual site visits and audits of sites to identify improvement initiatives.

Waste Streams:

- General waste
- Dry mixed recyclables
- Food waste
- Glass waste
- Used batteries

Invoicing

Invoice to be issued monthly for the Trust. Relevant waste streams to be invoiced individually for each site for the previous month.

The Trust's preferred method of receipt your invoice will be via email to schoolfinance@archwaytrust.co.uk but only for invoices in PDF format. If invoices are to be sent by post, they should be directed to:

Archway Learning Trust

Finance Team

Aspley Lane, Nottingham, NG8 5GY

Payment Terms

The Trust's payment terms are 30 days from date of invoice.

Pricing

The basis of the contract shall be the tendered delivered price as quoted by the Supplier within the Appendix C – PRICING SCHEDULE.

The pricing will be held for the first 12 months.

The Supplier must confirm method of offering fixed price for the 2nd and 3rd Year in the response.

Mobilisation Plan

The Supplier, who will be awarded to the Contract should arrange delivery of empty bins to the sites from 16th February in co-ordination with Site Managers. Number of different bins are detailed in the Appendix C – PRICING SCHEDULE.

The Trust will provide access cards to the Supplier to allow drivers to enter sites on collection days. The Supplier is responsible for keeping it safely and avoiding requesting replacements due to lost cards.

The Supplier must request number of access cards from the nominated Key Contact person at the Trust during January 2026. This first list will be the basis of further requests during length of the Contract.

Flexibility for more sites

The Trust needs flexibility to add further locations under the Contract for 36 months to provide same service for the new academies which will join during that time of period.

MANAGEMENT OF THE CONTRACT

The performance of the Contract shall be managed by The Trust and the Supplier and regular appropriate review meetings held.

The information supplied shall form the Key Performance Indicators (KPI's) of the Contract.

The KPI's shall include:

No	Objective	Results expected	Measure
1	Compliance with contracted collection times	Collecting bins on agreed days and times	99%
2	Customer Service	Customer Service and Account Manager can be contacted via phones during weekdays	95%
3	Solving Complaints	Missing collections are solved next working day	100%
4	Educational Support	Organizing awareness campaign or other education sessions for the Academies	95%

These KPIs shall apply to the full contract period unless modifications and appropriate timescales are agreed between both parties at the contract reviews.

If any changes to the performance levels are agreed then these shall be documented, signed by both parties and a copy held by both parties.

EVALUATION CRITERIA

This tender will be scored using the following award criteria:

Criteria	Weighting	Total weighting
Procurement Specific Questionnaire (PSQ)	PASS / FAIL	PASS / FAIL
Prices provided for 36 months	30.00%	
Quality of work	30.00%	
Please confirm that you will collect bins on agreed days of the week.	10.00%	
Can you confirm collections between 6.00-8.00am? If not, please indicate time frame for collection on the regular day of the week.	5.00%	
Please detail the process for missed collections and set timeframe or re-attempting the missed collection.	1.00%	
What is your over spill management? In case there are bags outside of the bin.	1.00%	
Do you work on Bank Holiday? If not, would there be a follow up collection?	1.00%	
Can you confirm that bins will be collected during School holidays?	1.00%	
How do you monitor and manage passes and keys you receive from us to access the sites?	1.00%	
Please provide Customer Service numbers and direct numbers for your Depot, which our Site Managers can call.	10.00%	
Account Management	19.00%	
Please confirm that you will nominate an Account Manager for the Trust and the AM will be achievable for our Site Managers via phone or email.	3.00%	
Can you confirm that Implementation plan will start week commencing 16th February in case the Contract will be awarded to you from 1st Marh 2026? Please provide a detailed plan.	7.00%	
What is your response time in case of any complaints you receive from us?	5.00%	
Please explain how you make sure mixing of general waste and recycling are not collected in the same vehicle.	2.00%	
What are the lead times for cancellation of regular bin collections? (It potentially can happen during Summer Holiday)	2.00%	
Social Value	7.00%	
Please provide details on community support/engagement and employment within the local community.	0.50%	
Please put the link to your Modern Slavery Policy in the Response field to review it.	0.50%	
Please provide two references - preferably from Education Sector - who we can contact to get feedback on your service.	1.00%	
What can you offer to the Trust regarding education sessions and school visits?	5.00%	

Criteria	Weighting	Total weighting
Sustainability Approach	14.00%	
Please provide link to your Sustainability Policy and share Carbon figure for the previous year.	2.00%	
Please provide the link to your Portal we can use to see reports for sustainability.	8.00%	
Please detail types of vehicles to be used for waste collection: Fuel used - Bio fuel? Electric vehicles?	1.00%	
Please provide link to your Health and Safety Policy.	1.00%	
How do you assess fire risks (vapes and flammable items) during collection and waste disposal?	2.00%	
Total	100.00%	

SCORING METHODOLOGY

Price – 30%

Price accounts for 30% of the total tender score. The lowest total fixed price provided for 36 months will get the highest score: 32, the second lowest total fixed price will get score: 28 and others will get relevant scores following this method.

The initial score will be based on the evaluators' review of the Supplier's Tender Submission and be updated based on any further clarification. Overall scores will be calculated to ascertain the Supplier's overall percentage score.

Supplier's answers to the questions shall be scored using the following evaluation criteria:

Assessment of Usability	Scoring
Excellent: Fully meets requirements. Provided a clear & comprehensive response and evidence of expertise, experience and/or capabilities.	4
Good: Meets most requirements. Provided a response which evidenced most of the requirements relating to expertise, experience and/or capabilities.	3
Marginal: Meets some requirements. Provided a response which evidenced some of the requirements relating to expertise, experience and/or capabilities.	2
Unsatisfactory: Meets few requirements. The response did not demonstrate adequate levels of expertise, experience and/or capabilities.	1
No Response	0

FINAL EVALUATION CRITERIA

The short-listed Suppliers will be scored using the following award criteria:

Criteria	Weighting	Total weighting
Confirmation that you will collect bins on agreed days of the week between 6:00-8:00 am	40.00%	
Confirmation that you can collect glass waste twice a year or on ad-hoc request	10.00%	
Can you confirm that bins will be collected during School holidays (and Bank Holiday)?	5.00%	
How do you monitor and manage passes and keys you receive from us to access the sites?	5.00%	
Please forward the link to your Portal which we can use to see reports.	10.00%	
Confirmation that you will provide contact details to an Account Manager, Customer Service and the local Depot.	10.00%	
Can you confirm that Implementation plan will start week commencing 16th February in case the Contract will be awarded to you from 1st Marh 2026?	10.00%	
Flexibility during Summer Break to cancel collection.	5.00%	
What can you offer to the Trust regarding education sessions and school visits?	5.00%	
Total	100.00%	

Supplier's answers to the questions shall be scored using the following evaluation criteria:

Assessment of Usability	Scoring
Excellent: Fully meets requirements. Provided a clear & comprehensive response and evidence of expertise, experience and/or capabilities.	4
Good: Meets most requirements. Provided a response which evidenced most of the requirements relating to expertise, experience and/or capabilities.	3
Marginal: Meets some requirements. Provided a response which evidenced some of the requirements relating to expertise, experience and/or capabilities.	2
Unsatisfactory: Meets few requirements. The response did not demonstrate adequate levels of expertise, experience and/or capabilities.	1
No Response	0