INVITATION TO TENDER

PROVISION OF HOUSEHOLD CLINICAL WASTE SERVICE

Our ref:- D000048

2 year contract commencing 1 January 2019, with option to extend for up to a further 1 year period.

Tendring District Council is the waste collection Authority for the area for which it is the District Council.

We are inviting bids for the above contract scheduled to commence on the 1st January 2019

Published Documents:-
Draft Contract for information only
Anti-Collusion Document
Competencies Document
This specification

The Council maintains a Procurement Strategy covering a range of issues such as quality and standards which is available on:
http://www.tendringdc.gov.uk/business/doing-business-council
Specification (see all details included in the draft contract):

1. To be responsible for all administration (excluding invoicing of customers) associated with the collection and disposal of the clinical waste directly from any residents subscribed to the service (once the initial contact information has been verified and passed on to the supplier by Tendring District Council).

2. To be responsible for the provision of all appropriate containers to clinical waste customers.

3. Be responsible for the collection of all clinical waste collected from householders subscribed to the clinical waste service.

4. To be responsible for all appropriate provisions and consumables required to fulfil the service requirements such as but not limited to:
   - Vehicles
   - Operatives
   - PPE

5. Be responsible for the disposal of all clinical waste via an appropriate designated disposal site, as permitted by the Environment Agency for the correct disposal of clinical waste throughout the Term of all clinical waste containers.

6. Tendring District Council will be responsible for managing the initial customer request to subscribe to the service, which will include but not limited to:
   - Confirming residents address
   - Sending out of the Clinical waste requirement forms
   - Receipt of completed forms and passing details on to the supplier
   - Invoicing residents

7. Attendance and Manning of Contractor Telephone number

   The Supplier shall ensure that its telephone contact number is personally attended and able to receive and give messages at all reasonable times between 09.00 - 17.00 Monday to Friday.

7 Service Hours

   The Supplier shall not at any time without the prior written consent of the Authority’s Authorised Representative visit any of the domestic properties except between the hours of 0800 hours to 1800 hours on Monday to Friday (“Service Hours”).

8 Authority’s right to increase or decrease the number of customers

   The Authority may without any liability to the Supplier increase or decrease the number of household customers, subscribed to the service.

9 Written Communications

   The Supplier shall provide the Authority with a proper substantive written reply to all written communications from the Authority within 5 Working Days of their receipt by the Supplier.
10 Invoicing

The Supplier shall invoice the Authority for payment of the Charges at the end of each calendar month. The invoice will encompass costs associated with the collection and disposal of clinical waste. The information will include but not limited to:

- Individual list of properties associated with any particular invoice
- Items provided and collected from any individual property associated with any particular invoice.
- Any other information deemed relevant.

11 Any disposable materials associated with the service will be the contractor’s responsibility to dispose of in an appropriate manner.

12 Provide copies of all relevant legislative documentation required for the collection, transportation, sorting, storage and disposal of waste material

**Submission**
If you would like to be considered for this contract please provide:-

- Price for services listed below: to be all inclusive of all costs associated with the provision of the collection and disposal of all the materials collected

<table>
<thead>
<tr>
<th>Service</th>
<th>Cost (£)</th>
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<tbody>
<tr>
<td>Minimum charge (inclusive of collection &amp; Disposal charges and supply of containers)</td>
<td></td>
</tr>
<tr>
<td>Supply of clinical waste box (sharps)</td>
<td></td>
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<tr>
<td>Clinical waste box collection and disposal</td>
<td></td>
</tr>
<tr>
<td>Supply of clinical waste bag</td>
<td></td>
</tr>
<tr>
<td>Clinical waste bag collection and disposal</td>
<td></td>
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</tbody>
</table>

- A short statement (no more than 1000 words) based upon specification details and indicating the service that you will offer, this can be based for example but not exclusively upon response times to contacting customers and replying to customer enquiries and setting up collections, associated lead times for waste collections, customer satisfaction and support measures you have in place for vehicle breakdowns and or staff shortages.
• References from a minimum of two current customers; both must be local authorities, where you provide a similar contract provision.

• Completed Anti-collusion document

• Completed Competencies document

**Evaluation**

The Councils evaluation of quotations will be based upon 70 points available for price and 30 points for quality of service based on your supporting Statement above.

**Information on points for price:-**

The lowest tendered price will be awarded the full number of points available – if two or more Bidders quote the same overall price, each will be awarded the full number of points available. Other bidders will be awarded points on a pro-rata basis of their bid compared to the lowest, i.e. 2 x the lowest price will receive half the maximum number of points available.

**Return of Tender Submission**

• Deadline for receipt of your submission is **12:00 hours on Friday 19th October 2018** and must be sent to our locked email address democratictenderbox6@tendringdc.gov.uk. Submissions will only be accepted by this method and before the deadline.

• As the above email address will remain locked until after the above deadline please direct any clarification questions or queries to procurement@tendringdc.gov.uk before the deadline for questions of **12:00 hours on Friday 5th October 2018**. After the deadline questions will be collated and responses published on our website alongside the original specifications and documents.

• Additional copies MUST NOT be submitted in hard copy to any other recipient or member of the Council, or email copied or forwarded to additional email recipients. This is likely to disqualify your submission and could nullify the tender exercise.

• There is a receipt limit of 20 megabytes per email on the Council email system. For large files you may like to send zip files up to 20 meg per email. *(We do have a large file rejection automated notice set up.)*

• We also have an automated delivery receipt on our secure email accounts. If you do not receive this response which includes our Crest it is likely that your submission has failed to reach our Server so please resend and failing that contact procurement@tendringdc.gov.uk.

• You are advised to allow enough time before the deadline for any delays or errors reaching our server or rejection for oversize etc.

• The onus is on you, the responder, to ensure that emails are received by us before the deadline.

• The Council does not bind itself to accept the lowest or any quotation/tender.