

United Kingdom-Sheffield: Refuse and waste related services

OJ S 8/2015 13/01/2015

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: The Sheffield College

Postal address: Estates and Services Department, Granville Road

Town: Sheffield

Postal code: S2 2YY

Country: United Kingdom

Contact person: Estates and Services Department

For the attention of: Howard Griffiths, Quantity Surveyor

E-mail: howard.griffiths@sheffcol.ac.uk

Telephone: +44 1142603600

Fax: +44 1142602671

Internet address(es):General address of the contracting authority: www.sheffcol.ac.uk**Additional information can be obtained from:**

the abovementioned address

Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from:

the abovementioned address

Tenders or requests to participate must be submitted: the abovementioned address**I.2. Type of the contracting authority**

Body governed by public law

I.3. Main activity

Education

I.4. Contract award on behalf of other contracting authorities

The contracting authority is purchasing on behalf of other contracting authorities: no

Section II: Object of the contract

II.1. Description**II.1.1. Title attributed to the contract by the contracting authority**

Waste and Recycling Management Services Contract 2014.

II.1.2. Type of contract and place of performance or delivery

Services

Service category No 16: Sewage and refuse disposal services; sanitation and similar services

Main site or place of performance: The Sheffield College — Various Centres.

NUTS code UKE32 Sheffield

II.1.3. Information about a framework agreement or a dynamic purchasing system

The notice involves a public contract

II.1.4. Information about framework agreement

II.1.5. Short description of the contract or purchase(s)

The College wishes to engage an appropriately qualified and experienced Contractor for the provisions of high quality environment and waste recycling and management services to the College.

Contractors will be expected to assist the College in procuring and environmentally supportive waste disposal programme by maximising recycling opportunities, encouraging and promoting economic waste disposal including:

- General waste — Inert waste products, Biodegradable waste products and Recyclable waste products;
- Specialist Waste — Confidential Papers, Furniture and equipment, Electronic equipment, Glass, Fluorescent tubes, Wood - offcuts, scrap and sawdust, Masonry — brick, block, stone and mortar, Scrap metal — iron and non-ferrous;
- Hazardous waste — Solvents, Paints, Oils — lubricating, engine and cooking, Etching acids, Motor scrap — tyres, batteries, filters, Chemicals — science, photographic and hair and beauty curriculum areas, Catering waste including cooked and uncooked foods, Aerosols.

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Contractor will be expected to assist the College in procuring an environmentally supportive waste disposal programme by maximising recycling opportunities, encouraging and promoting economic waste disposal including:

- General Waste — Inert, Bio-degradable and Recyclable waste products;
- Specialist Waste — Confidential papers, Furniture and equipment, Electronic equipment, Glass, Fluorescent tubes, Wood — off-cuts, scrap and sawdust, Masonry — bricks, blocks, stone and mortar, Scrap Metal — iron and non-ferrous;
- Hazardous Waste — Solvents, Paints, Oils — lubricating, engine and cooking, Etching acids, Motor scrap — tyres, batteries and filters, Chemicals — science, photographic and hair and beauty curriculum sourced, Catering waste — cooked and uncooked food, Aerosols.

The Contractor will be expected to provide an appropriately qualified Contract Manager who will be the College point of contact within the Contractor and who will monitor and report on:

- Waste and Recycling operations to ensure an adaptable, flexible and responsive and compliant service to suit a changing and dynamic Estate;
- Legislative and regulatory changes;
- Financial implications;
- Record keeping;
- Health and safety management;
- Contract administration — attending meetings, taking instructions and responding to variation requests / work orders.

II.1.6. CPV code(s)

90500000 Refuse and waste related services

II.1.7. Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: no

II.1.8. Lots

This contract is divided into lots: no

II.1.9. Information about variants

Variants will be accepted: no

II.2. Scope of the procurement

II.2.1. Total quantity or scope

To undertake waste disposal, waste recycling and waste management services for a multi-campus Further Education College. The College Estate will vary over time but currently comprises buildings of 60 500 m² over 4 principal and 3 subsidiary centres which generate approximately 450 tonnes of mixed waste annually of which 135 tonnes is disposed in landfill and 315 tonnes is reused, recycled or recovered.

Estimated value excluding VAT: 265 000 GBP

II.2.2. Information about options

Options: no

II.2.3. Information about renewals

This contract is subject to renewal: no

II.3. Duration of the contract or time limit for completion

Duration in months: 36 (from the award of the contract)

Section III: Legal, economic, financial and technical information

III.1. Conditions related to the contract

III.1.1. Deposits and guarantees required

Any deposits and guarantees which may be required will be stated in the tender documents.

III.1.2. Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them

Firm price contract with interim payments as described in NEC3 — Term Service Short Contract.

III.1.3. Legal form to be taken by the group of economic operators to whom the contract is to be awarded

The contract will be placed with a single contractor to provide Environmental, Waste and Recycling Management Services as outlined in Clause 11.2.2 and who may engage approved sub-contractors as required on 'domestic' contracts providing that, should the Employer deem it necessary, the sub-contractor enters into a Warranty agreement with the College as set out in the tender documents.

III.1.4. Contract performance conditions

The performance of the contract is subject to particular conditions: yes

Description of particular conditions: Any applicable terms, conditions, specifications, costing information and specific College policies and requirements will be stated in the tender documents.

III.2. Conditions for participation

III.2.1. Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions: To enable the College to consider applications for inclusion on a Restricted Tender "short list" interested Applicants are invited to supply information on the following topics:

Generic Short-Listing Questions noting maximum attributable scores.

Contractor Background:

- G1 Address of office from where the project will be managed and carried out;
- What are expected travel times from there to Sheffield? (25 points);
- What would be the expected travel times for your labour force? (25 points);
- G2 Proportion of Project Work carried out 'In-House' or by 'Sub-Contractors' (20 points);
- G3 What is your primary business function in terms of contract works? (20 points);
- G4 A financial statement that includes a reference from the applicant's bankers and gives a synopsis of the applicant's trading accounts over the past 3 years. (25 points);
- G5 What is your current turnover from works of this (state particular work type) nature? (25 points);
- G6 A technical statement that details similar and relevant contracts undertaken by the Applicant which are in progress or have been completed over the past 5 years and includes references and contactable referees from employers / clients (25 points).

Project Focus:

- G7 Details of membership of professional and trade associations, general qualifications of directors and senior managers (20 points);
- G8 A description of the applicant's proposed team structure showing how this responds to the Scope of Works and how it would relate to the rest of the applicant's organisation, how the team will be staffed and resourced and details of the applicant's information technology and other technical, legal and research and development facilities. (25 points);
- G9 Are your management procedures and reporting systems flexible enough to integrate with our requirements and public sector style reporting needs and how would you demonstrate this? (25 points);
- G10 What resources do you have available in order to maintain up to date information for the changing standards for this type of work? (25 pts);
- G11 How do you currently measure your performance with this type of work? (25 points);
- G12 Outline provisions you have in place for flexibility in staffing levels? (20 points);
- G13 Are you familiar with the NEC 3 family of contracts - and can you give examples of previous use? (25 points).

Added Value?:

G14 Innovation and Accessibility:

- IT resources — experience and use of Autocad (10 points);
- Use of Web-portals (10 points);
- Interconnectivity with Softsols Agility Work Order Systems (10 points);
- Updating data, staff expertise — hourly rates to buy in support (5 points);
- Manage, monitor and control costs (5 points).
- G15 Details of the applicant's Environmental policy (25 points)
- G16 Details of the applicant's Health and Safety policy including notes of actions that have been taken against the applicant in the past three years. (25 points)
- G17 Provide details of applicants HR statements and policies:
 - Confirmation statement that he is an 'Equal Opportunity Employer' (10 points);
 - Equality and Diversity policies (10 points);
 - Safeguarding policies in respect of children and vulnerable young adults (5 points);
 - Applicant's methodology regarding DBS checks for in-house staff and operatives and for managing sub-contractors on site and statement detailing the percentage of your current staff that are DBS registered? (5 points).

— G18 What is your policy for the engagement of a local labour force in relation to this type of work? (25 points);

G19 What is your policy on apprenticeships for young people in relation to this type of work? (25 points).

Maximum attributable points 500.

Applicant Score: % out of 500.

III.2.2. Economic and financial ability

List and brief description of conditions: Refer to 111.2.1 above.

Minimum level(s) of standards possibly required: Refer to 111.2.1 above.

III.2.3. Technical and professional ability

List and brief description of conditions:

Refer to 111.2.1 above.

Minimum level(s) of standards possibly required:

Refer to 111.2.1 above.

III.2.4. Information about reserved contracts

III.3. Conditions specific to services contracts

III.3.1. Information about a particular profession

Execution of the service is reserved to a particular profession: no

III.3.2. Information about staff responsible for the performance of the contract

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract: yes

Section IV: Procedure

IV.1. Type of procedure

IV.1.1. Type of procedure

Restricted

IV.1.2. Information about the limits on the number of candidates to be invited

Envisaged minimum number 3: and Maximum number 5

IV.1.3. Information about reduction of the number of solutions or tenders during negotiation or dialogue

IV.2. Award criteria

IV.2.1. Award criteria

The most economically advantageous tender in terms of Price is not the only award criterion and all criteria are stated only in the procurement documents

IV.2.2. Information about electronic auction

An electronic auction will be used: no

IV.3. Administrative information

IV.3.1. File reference number attributed by the contracting authority

Project Number: 0225

IV.3.2. Previous publication concerning this procedure

no

IV.3.3. Conditions for obtaining specifications and additional documents or descriptive document

Time limit for receipt of requests for documents or for accessing documents: 11.2.2015

Payable documents: no

IV.3.4. Time limit for receipt of tenders or requests to participate

23.2.2015 - 12:00

IV.3.5. Estimated date of dispatch of invitations to tender or to participate to selected candidates

17.7.2015

IV.3.6. Languages in which tenders or requests to participate may be submitted

English.

IV.3.7. Minimum time frame during which the tenderer must maintain the tender**IV.3.8. Conditions for opening of tenders****Section VI: Complementary information**

VI.1. Information about recurrence

This is a recurrent procurement: yes

Estimated timing for further notices to be published: 3 to 5 years.

VI.2. Information about European Union funds

The procurement is related to a project and/or programme financed by European Union funds:

no

VI.3. Additional information**VI.4. Procedures for review****VI.4.1. Review body**

Official name: Estates & Services Department, The Sheffield College

Postal address: Granville Road

Town: Sheffield

Postal code: S2 2RL

Country: United Kingdom

E-mail: esates@sheffcol.ac.uk

Telephone: +44 1142602689

Fax: +44 1142602671

Internet address: www.sheffcol.ac.uk

Body responsible for mediation procedures

Official name: Estates & Services Department, The Sheffield College

Postal address: Granville Road

Town: Sheffield

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VI.4.2. Review procedure

Precise information on deadline(s) for review procedures: Stages Standstill Period Action Plan:

- Day 0: Start — Notify 'Interested Contractors' and Tenderers of decision and intention to award contract;
- Day 1: Contract Award Notice published;
- Day 2: Tenderers to request additional de-briefing (phone, fax, e-mail) before end of day;
- Day 3:
- Day 4:
- Day 5:
- Day 6:
- Day 7: College must complete additional de-briefing by end of day;
- Day 8:
- Day 9:
- Day 10: End of Standstill period.

Finish: Contract to be concluded if no legal challenge.

Notes:

Note 1: Re — Day 7: If there is a delay in completing the requested de-briefings, the end-date of the standstill period will be extended to ensure 3 working days between the last de-brief and the end of the standstill period which will be a working day.

Note 2: Re — Day 10: The end of the standstill period will not fall on a public holiday or at a weekend.

VI.4.3. Service from which information about the review procedure may be obtained

Official name: Estates & Services Department, The Sheffield College

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Country: United Kingdom

E-mail: estates@sheffcol.ac.uk

Telephone: +44 1142602689

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Internet address: www.sheffcol.ac.uk

VI.5. Date of dispatch of this notice

9.1.2015