

LANCING BUSINESS PARK

RECYCLING COLLECTION & DISPOSAL TENDER SPECIFICATION 2024

1. INTRODUCTION

1.1. The Invitation to Tender:

Lancing Business Park Ltd invite tenders from local Waste Management Providers for:

- A Commercial Waste Recycling Collection & Disposal Contract for Lancing Business Park Business Improvement District.

1.2. Lancing Business Park Ltd:

Lancing Business Park Ltd (LBP Ltd) is a private company limited by guarantee without share capital, that was established on 21st March 2003 to manage the Lancing Business Park Business Improvement District (LBP BID) on behalf of its members. LBP Ltd's registered Office is c/o Parafix Tapes & Conversions, Unit 1 Aspen Court, 87 Marlborough Road Lancing Business Park, Lancing, West Sussex, BN15 8UN.

2. BACKGROUND

Lancing Business Park is located in Lancing, West Sussex and encompasses an area which contains more than 200 privately owned industrial and commercial premises based on 6 roadways. After a very successful BID Ballot, the LBP BID was renewed on the 1st September 2023 for its fourth BID Term. The LBP BID aims to provide a clean environment for businesses to operate within and where possible to support businesses on their Net Zero journey. LBP's Paper & Card Recycling Scheme provides BID Levy Payers with free hire and collection of a range of differing sized recycling bins, collected on Wednesdays for 51 weeks of the year. LBP appreciates that business recycling obligations are about to change with requirements to separate Recycling Waste Types soon coming into force. Historically, LBP has funded the full cost of the LBP Paper & Card Recycling Scheme, charged on a per bin lift basis. This scheme forms a major part of LBP's expenditure and therefore LBP are keen to explore ways to redesign this scheme to minimise LBP expenditure whilst maintaining/expanding the current services,

ensuring significant Business Waste Savings and increase Recycling Rates across the park.

3. SPECIFICATION OF REQUIREMENTS

3.1. Under the supervision of LBP Ltd, the BID Manager for Lancing Business Park and Reviewer, to provide Recycling Waste Collection and Disposal Services to LBP Ltd including:

3.1.1. Maintain the current LBP Paper & Card Recycling Scheme:

3.1.1.1. Supplying and delivering the following Paper & Card Recycling Bins, along with additional bins as required:

LBP Paper & Card Bins	
84	1100ltr
11	660ltr
5	360ltr
14	240ltr
1	140ltr
115	Total

3.1.1.2. Collecting the waste from all bins on a weekly basis (Wednesday) for 51 weeks of the year (excluding Christmas week)

3.1.1.3. All waste materials to be correctly disposed of at a licensed waste transfer station or through a licenced Recycling Waste Management Provider

3.1.1.4. To produce an annual Waste Transfer Note for each BID Levy Payer's waste.

3.1.1.5. Liaising with LBP BID Levy Payers to address collection/contamination issues and discuss new requirements

3.1.1.6. Requesting approval for additional bins from the BID Manager

3.1.1.7. Charging on a per bin lift basis.

3.1.2. Propose additional recycling services/redesign of the current LBP Paper & Card Recycling Scheme, to broaden Recycling Waste Types and increase Recycling Rates across the park:

3.1.2.1. Describe each Recycling Waste Type Service proposed, to include:

3.1.2.1.1. How each waste type will be stored

3.1.2.1.2. How each waste type will be collected

- 3.1.2.1.3. The cost of each proposed service to LBP, so that LBP can select from proposals dependant on feasibility, simplicity and affordability.
- 3.1.2.1.4. Any risks to be considered.

3.1.3. Best working practice will be followed at all times in conjunction with the BID Manager.

3.1.4. The contractor shall have in place public liability cover of £5,000,000 for the duration of the agreement and copies provided annually to the BID Manager.

3.1.5. The contractor shall provide details, certificates and accreditations establishing competency for the work to be undertaken.

3.1.6. The contractor will provide method statements and working practices to include all Health and Safety measures designed to give protection to the public and employees alike.

4. CONTRACT MANAGEMENT AND CONTRACT REQUIREMENTS

4.1. The successful bidder will be required to:

- 4.1.1. Deliver the requirements selected in Section 3 above
- 4.1.2. Be proactive rather than reactive
- 4.1.3. Provide a quarterly report of waste types/amounts collected.

5. CONTRACT PRICE

5.1. Bidders to submit their required contract price within the tender proposal with the following breakdown:

- 5.1.1.1. Price to maintain current Paper & Card Recycling Service
- 5.1.1.2. Additional Paper & Card Bin supply & collection price (per bin lift)
- 5.1.1.3. Price breakdown of each additional Recycling Waste Service proposed.

5.2. The contract price will be negotiated in consideration of the tender submissions, to provide best value for the LBP BID.

6. CONTRACT TERM

The contract will commence 1st September 2024 and will expire on 31st March 2028.

7. QUALITY ASSURANCE & GDPR

Bidders should describe their procedures for quality assuring their work and adhering to GDPR.

8. TENDER SUBMISSIONS

8.1. Bidders should provide details within their tender proposal of:

- 8.1.1. Company address
- 8.1.2. Company credentials
- 8.1.3. Staffing arrangements
- 8.1.4. Required contract price with breakdown of each proposal as Point 5.
- 8.1.5. Previous experience of delivering similar contracts
- 8.1.6. Quality Assurance & GDPR Procedures
- 8.1.7. Any added benefit the bidder would provide within the contract price.

9. AWARD CRITERIA

9.1. Scoring:

Tenders will be scored on the following criteria:

- 9.1.1. Where the provider is based in the following priority order:
 - Bidders based on Lancing Business Park
 - Bidders based within the Adur & Worthing area
 - Bidders based outside the Adur & Worthing area.
- 9.1.2. Assessment of company credentials
- 9.1.3. Experience of delivering similar contracts
- 9.1.4. Feasibility and simplicity of each proposal in Point 3
- 9.1.5. Value for money
- 9.1.6. Added benefits provided.

9.2. Awards Panel:

At least two members of the LBP Ltd Board and the BID Manager will review and score the submitted tenders, to determine the successful bidder.

10. PAYMENT ARRANGEMENTS

Payment to the contractor will be made per calendar month plus VAT, on receipt of an invoice from the contractor and sent to LBP Ltd.

11. QUERIES

All enquiries regarding this tender invitation should be made to the BID Manager via email at suzy@lancingbusinesspark.co.uk

12. TENDER RETURN

The completed tender proposal and any associated documents should be submitted to the BID Manager via email at suzy@lancingbusinesspark.co.uk by 5pm on 24th May 2024.

13. WORKS AREA MAP

Can be found on Page 6.

