



**SWaMP2008**

Southern Waste Management Partnership

**TENDER FOR THE PROVISION OF SERVICES FOR THE PROCESSING AND RECYCLING OF MIXED DRY RECYCLABLES.**

**PRE-TENDER REQUESTS FOR CLARIFICATION AND RESPONSES: Issue 4; 9 Jan 2012. [New Items in blue](#)**

| Ref no | Request for Clarification  | Response   |
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| 001    | What is to be added in the first lines of the insurance certificate (This certificate relates to a Contract for work to be carried out for _____ to Provide _____) is this to be completed for each individual council /left blank at this stage?  | Certification must be provided covering (naming) ALL the Client councils for which Tenders for the Provision of Services for the Processing and Recycling of Mixed Dry Recyclables are being submitted. There is no requirement to provide separate Certificates for each council unless any of the Insurance provisions differ. |
| 002    | If we are to suggest additional materials beyond those outlined, would they be scored?   | Evaluation of Service Delivery Plans will be undertaken in accordance with Paragraph C5 of the Tender Document. The Client councils' requirements for the extent of materials to be processed are detailed in Paragraph D10 of the Tender Document.  |
| 003    | We note that each Service Delivery Plan shall not exceed 20 pages in length. We have a number of method statements and standard operating procedures that are adopted in the delivery of services to clients. In order to fully understand our delivery model, we feel it would be extremely beneficial for you to have sight of these documents. Please confirm that it is acceptable to include these in the Annex to the Service Delivery Plan. | It is not necessary for detailed method statements and standard operating procedures to be submitted as part of the draft Service Delivery Plan contained in the Tender submission.  |

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| 004    | If we cannot submit the full method statements, can we submit clearly cross referenced explanatory diagrams & flowcharts as annexes to the Service delivery plan? E.g. summary diagrams of how our processes work? Would this affect the page count?  | The Client councils will allow Tenderers to submit a draft Service Delivery Plan containing up to a total of ten diagrams, flowcharts etc in addition to the 20 pages of text provided that such information is relevant to the delivery of Services.   |
| 005    | Please also confirm that the requirement is for separate Service Delivery Plans but only one Annex. ( – i.e. do we submit a copy of a licence for each lot as part of the Service Delivery Plan.)   | A separate draft Service Delivery Plan including an Annex is to be submitted for <b>EACH</b> Lot for which a Tender is being submitted. Tenderers may cross reference Annex documentation if they so wish but are reminded that it is their responsibility to ensure that any cross referencing is complete and unambiguous and that the cross referenced documentation is relevant to the Lot being tendered. The Service Delivery Plan for each Lot will be evaluated only on the information presented by the Tenderer in the Tender submission.                     |
| 006    | With reference to the response to RFC 005, we are not fully clear on the issue of the annexes to the Service Delivery Plan.<br>Can you confirm whether or not we need to submit copies of our licence for each lot for which we are bidding? This would likely add 30-45 pages per Service Delivery Plan.<br>As a recycling company we think this would be environmentally unsustainable. | An Annex should be submitted with each Service Delivery Plan but the information contained in Annexes for different Lots may be cross referenced. For example, If a Tenderer supplies a copy of a particular licence in the Annex to its submission for say council A, it may cross reference this in the Annexes to its submissions to Councils B, C,...etc. However it is the Tenderer’s responsibility to ensure that any cross referencing is complete and unambiguous and that the cross referenced documentation is relevant to the Lot being tendered.           |
| 007    | Can we arrange to view any of the transfer facilities and if so what is the process for this.   | <p><b>As issued by e mail 4 Jan 2012:</b></p> <p>If tenderers require to visit any Council owned transfer station, you are advised to make direct contact with the following people before the end of the week ending 6 Jan and visits will be arranged the following week where feasible to do so;</p> <p>Mark McAdoo, Magheraglass, <a href="mailto:mark.mcadoo@cookstown.gov.uk">mark.mcadoo@cookstown.gov.uk</a> tel: 028 87672205<br/> Paul Slowey, Drummees, <a href="mailto:Paul.Slowey@fermanagh.gov.uk">Paul.Slowey@fermanagh.gov.uk</a> tel: 028 66323533</p> |

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|        |   | <p>Karl McGowan, Tullyvar, <a href="mailto:karlmcgowan@dungannon.gov.uk">karlmcgowan@dungannon.gov.uk</a> tel: 028 85557800</p> <p>John McCullagh, Gortrush, <a href="mailto:john.mccullagh@omagh.gov.uk">john.mccullagh@omagh.gov.uk</a> tel: 028 82247859</p>   |
| 008    | <p>It would appear that the composition analysis stated in D41, and used to help determine the percentage composition of the material, will not allow for percentages of news &amp; pams and mixed paper to be properly determined. From the point of view of compositional analysis, there is no such thing as mixed paper – its simply paper and cardboard mixed. The choice of whether to trade in either news and pams or mixed paper is a commercial choice but one that will have a dramatic impact on the way you determine whether or not a payment is due in the future and a big impact on how the bid is evaluated. How will you know in your bid evaluation that we for instance intend not to produce any mixed paper at all? We have the cost of doing this, and have to account for considerable payments to the council for being above the stated rate, yet there is nothing in the evaluation process that takes the benefit to the councils into account.</p> <p>It would much more simple if you were to fix the composition now (the doc currently shows that about 25% of paper products, N&amp;P, mixed paper and OCC is mixed paper, and this figure should be predetermined and remain the case for the duration of the contract. In this way the total paper product percentage can go up and down, but the proportion of mixed paper, for the purpose of determining the market value, should stay the same. Companies that then choose to produce higher grades will then not be disadvantaged by needing to build in higher repayments than companies going for lower end solutions.</p> | <p>In accordance with Appendix 5, additional payments to/from the Contractor/Client council will <u>only</u> occur in any month in which the calculated Recycled Materials Value is £20 less than or greater than the Baseline Recycled Materials Value. At all other times, the Contractor will be paid by, or pay to, the Client council, the submitted Total Rate/tonne (subject to any adjustments for PFF, Optional Materials, Contaminated Wastes and Rejects as detailed in the Pricing Schedule).</p> <p>It is for Tenderers as experienced operators with knowledge of the recycled materials market and the characteristics of their MRF to decide their commercial approach to reprocessing and tender pricing within this pricing framework.</p> <p>Evaluation of the Service Delivery proposals and tender prices will be undertaken in accordance with Part C of the Tender Document.</p> |

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| 009    | <p>The proportion of mixed glass, at 3%, in Table 1 of Appendix 5 of the Tender Document is tiny – this is likely to be about 25 – 30%. It would be helpful for the avoidance of doubt that Table 1 was done twice, once for with mixed glass, and once for without, or at least the understanding that for these two lots (Banbridge and Fermanagh) we can use a pro rata rate.</p> | <p>The Client councils give no guarantee or undertaking as to the actual tonnage or composition by weight of the material to be processed.</p> <p>The Baseline Composition shown in Appendix 5 is provided solely to demonstrate the basis on which the Baseline RMV has been calculated. It does not purport to be a forecast of the future composition of the Contract Waste. Similarly the Baseline Market Value does not purport to be a forecast of future market values. The Baseline RMV is used only to determine the range of calculated Recycled Materials Values within which there is no change to the Total rate/tonne paid to/by the Contractor.</p> <p>It is for Tenderers to consider the potential for upside and downside changes in the Contract tonnages and Recycled Materials Values within the pricing framework described in the Tender Document.</p> <p>Tenderers will be aware that historical data on Client council collection rates for glass at the kerbside, bottle banks and CA sites are available in the NI Municipal waste Management Annual Reports. Survey information from other authorities is also available in the WRAP September 2010 Report EVA 143-000 “Analysis of kerbside dry recycling performance in the UK 2008/9” available at <a href="http://www.wrap.org.uk/downloads">http://www.wrap.org.uk/downloads</a></p> <p>As stated in Preamble 5 of Appendix 3 Pricing Schedule, no adjustments to the rates shown in the Pricing Schedule shall be permitted for variations in waste quantities or composition.</p> |
| 010    | <p>With reference to Craigavon Borough Council - We propose using a suitable and fully licenced transfer station within the borough of Craigavon, however the location of this facility is marginally outside the 8 mile radius stipulated in the tender document. Please advise if such a facility would be acceptable or not ?</p>   | <p>Craigavon BC has indicated that proposed transfer stations outside the eight mile radius will be considered provided that those stations remain within the borough of Craigavon.</p>  |

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| 011    | <p>We would be obliged if you can advise:</p> <ul style="list-style-type: none"> <li>We note that Baseline Composition states mixed glass as 3%. Clause D10 also allows for a 9 month lead in period with regards the processing of glass (for the stated Councils). Please advise if an advertising campaign will be undertaken during the 9 month period (or any subsequent period) with regards to the inclusion of glass?</li> <li>Whether or not an advertising campaign is anticipated, please confirm any anticipated change in the percentage of mixed glass and indeed other materials.</li> <li>Whether you do or do not anticipate any change in the percentage of mix glass and/or other materials, please confirm upon which sources you have based your analysis.</li> </ul> <p>If you anticipate a change in the percentage of mixed glass and/or other materials please advise how tenderers should account for same in their submission and further advise how this will be evaluated.</p> | <p>The (stated) Client councils are keen to implement the change to inclusion of glass into the kerbside collection at the earliest opportunity. The issue of information to residents will form part of the implementation process.</p> <p>Tenderers should submit prices based on the assumption that for the (stated) Client councils, kerbside collection of glass, (and for all councils) any other Optional Materials notified to be included in the Contract, will commence on the Services Commencement Date. If any temporary adjustments to the pricing become necessary due to slippages in the planned implementation timetable, these shall be agreed between the Client council and Preferred Tenderer before award.</p> <p>Please refer to the response to RFC 008 and RFC 009 in regard to the composition of Contract Waste.</p> |
| 012    | <p>In relation to Banbridge Council – the tender document states that the contractor will provide the waste handling vehicle – Please confirm who will be responsible for the diesel, and running costs for the vehicle.</p>  | <p>The diesel will be provided by the council but the running costs e.g. maintenance, servicing and repairs will be the Contractor's responsibility.</p>  |
| 013    | <p>We have concern about the potential variance between the figures published in your ITT and the potential actual level of glass once the councils begin to actively collect it.</p> <p>We are concerned that bidders may find the scale of the difference misleading and this could ultimately cause a material change to the contract which would require a new procurement process. You will understand that the addition of glass can have a significant impact by displacing significantly more valuable materials from the composition of the average tonne. Glass is worth c £10 per tonne, displacing materials worth on average £83 per tonne, potentially leading to c£15.00+ reduction in the value of the tonne.</p>   | <p>Please refer to the response to RFC 008 and RFC 009 in regard to the composition of Contract Waste.</p>  |

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|        | Can the Swamp Group clarify that all tenderers will need to account for such a scope of change rather than simply pricing for minor changes in composition? | For the avoidance of doubt, as stated in Preamble 5 of Appendix 3 Pricing Schedule, no adjustments to the rates shown in the Pricing Schedule shall be permitted for variations in waste quantities or composition. |
| 014    | When will outstanding RFCs be answered  | Responses to all RFCs received by the 6 Jan 2012 cut-off date have now been issued.   |