



Abbey Multi Academy Trust

c/o Abbey Grange C of E Academy

Butcher Hill

Leeds

LS16 5EA

Dear Sir/Madam

INVITATION TO TENDER (ITT) FOR THE WASTE DISPOSAL CONTRACT

Your organisation along with others are invited to offer a tender for of the above, to the specification outlined in the attached documents. Enclosed are;

1. Specification and Tendering process
2. Scope of Academy Specification

Please feel free to contact the Facilities and Estates Manager if you wish to arrange a virtual meeting or require any further information.

We would also appreciate it that if you do not wish to submit a tender you confirm this in writing.

Kind regards

Chrissy Lee Overend

Facilities and Estates Manager



WASTE CONTRACT SPECIFICATION & TENDERING PROCESS

BRIEF INTRODUCTION/BACKGROUND

Abbey Multi Academy Trust consists of 8 Academies; Three Secondary Academies and Four Primary Academies.

The Secondary Academies are as follows; Abbey Grange C of E, Bishop Young C of E and Lightcliffe Academy. The Primary Academies are as follows Christ Church Upper Armley, Holy Trinity C of E, Lightcliffe C of E, Manston C of E and St Chads C of E.

The Abbey Multi Academy Trust are an expanding trust and other academies could join within the contract period.

The Trust contact;

Facilities and Estates Manager: Mrs C L Overend

Email address: chrissy.overend@abbeytrust.org

Tel: 07498522868

AIMS AND OBJECTIVES OF THE WASTE DISPOSAL CONTRACT

This contract will be for the supply of waste disposal for; general waste, food waste and recycling waste to all 8 academies. The contract will encompass the segregation, recycling, collection, treatment and final disposal of this waste. The successful contractor/s will provide contract monitoring information to the Trust representative, this will include all waste disposal routes from collection to final disposal, where applicable.

The main aim of this specification is to identify all waste streams generated within the Abbey Multi Academy Trust with a view to establishing contract/s that can effectively control the expenditure, ensure legal compliance and provide comprehensive data on all waste streams across all sites which will assist in identifying new disposal options as the contract/s develop.

The scope of academy specification outlines the service/activity required at each academy, throughout the duration of the contract. The overriding principal must be adherence to the intent of the specification to undertake the services, meeting with the satisfaction of each of the academies authorised officer.



TENDERING PROCESS

Abbey Multi Academy Trust invites you to tender for the provision of the waste disposal contract.

TENDER SUBMISSION

For those companies wishing to tender, 2 copies of the completed tender submissions should be returned no later than 12pm on Wednesday 17th February 2021 for the attention of Mrs C L Overend, Facilities and Estates Manager. Please indicate on the envelope that the Waste Disposal Tender is enclosed.

Tender submissions to be sent to;

Mrs C L Overend

Abbey Multi Academy Trust

c/o The Moyes Centre, Bishop Young CE Academy,

Bishop's Way,

Leeds

LS14 6NU

The staff involved in this tendering process are:

Mr D Ryder- Head of I.T and Infrastructure

Mrs C L Overend- Facilities and Estates Manager

One of the Trust's Senior officers (CFO/CEO)

Tender submissions received after the due date will not be considered.

SITE VISIT

Due to COVID-19 restrictions we are keeping site visits to a minimum. A virtual meeting can be arranged by appointment to allow tenderers to obtain an understanding of the facilities included in the tender; virtual meetings will be by prior appointment during the week of Monday 1st February 2021. Any questions relating to the specification can be answered at this meeting. Following the meeting, any further questions relating to the facilities or information contained in the tender documentation should be directed to Mrs C L Overend as above.

Answers to all questions raised by tenderers will be distributed in writing to all other companies involved. To avoid excessive work on the part of the schools, tenderers



are requested to consider this documentation and raise as many questions as possible at the meeting.

SUCCESSFUL TENDERER

It is anticipated that the contract will be awarded by no later than close of business on Monday 22nd February 2021.

CONTRACT DURATION

Due to when existing contracts end at each academy, we require a staggered start date to align all end dates. The contract will need to start on the 31st March 2021 and include Lightcliffe Primary and Bishop Young. The rest of the academies will be brought on board on the dates shown below;

Abbey Grange- 30th April 2021

Lightcliffe Academy- 30th April 2021

St Chads- 30th April 2021

Holy Trinity- 16th May 2021

Manston St James- 12th July 2021

Christ Church- 5th October 2021

We would then be wanting the contract to end on the 31st August 2024. An annual review will be required to ensure the contractor/s is sustaining an acceptable, high standard of service.

During the contract period if additional academies were to join the trust. It would be understood that the academy would be able to join the contract with the same rates and same contract end date.

TENDER SCORING

The tender will be evaluated as follows:

- 50% price- value for money
- 30% quality control, health and safety and environmental impact (preference will be given to contractors with waste management and Health and Safety accreditations)
- 20% relevant experience (preference will be given to contractors with a track record of servicing schools and colleges.

SERVICE/CONTRACT DETAILS

The contract is to provide a waste disposal service for general, recycling and food waste for all 8 Academies within the Abbey Multi Academy Trust. We have enclosed



a scope of specification for each academy that is based on what they have in place now. Tenderers are to quote against the specification that is enclosed but are invited to offer alternatives where savings could be made. These variations should be clearly annotated in the tender and any cost implications shown separately to the main tender.

It is expected that all collections will be carried out to suit the academies site arrangements.

Value-added Options

It is the intention for the trust to work in partnership with the Contractor(s) to develop and demonstrate the following valued adding services during the contract life: The Introduction of a formal, effective audit and monitoring system for waste across the trust.

Tender responses may also include options regarding effective systems for the segregation of waste.

Another area where value could be added is introducing sustainable systems to minimise waste, meet carbon reduction targets and embrace new technology as appropriate;

Deliver sustainable recycling/reuse opportunities

Develop effective Key Performance Indicators.

Sub Letting

The contractor shall not assign the whole or part of the provision of the service to subcontract.

Finance

Abbey Multi Academy Trust invites you to tender for the provision of waste disposal services within all 8 Academies, in accordance with the conditions detailed as follows;

- All sections of the tender documentation must be completed.
- No alteration shall be made to the documentation. The tenderer must submit a tender that complies entirely with the specification.
- Abbey Multi Academy Trust will not be responsible for any costs incurred by the tenderer in preparation of the tender. In addition, Abbey Multi Academy Trust is not bound to accept the lowest or any tender.
- It will be the duty of the contractor to ensure that sufficient reserve of staff is available to provide the service to the contract standard.
- The academies may for any reason, but not unreasonably instruct the contractor to remove a person employed by the contractor and provide a substitute as soon as is reasonably practicable thereafter.
- The contractors' staff engaged in or about the provision of the service shall primarily be under the control and direction of the contractors' own



supervisory staff. However, while on the academies premises the staff will be subject to the directions of the Premises Manager/Site Superintendent in accordance with the operational needs of the academy or the health and welfare of any person.

Reviews

The contract will be reviewed on an annual basis during the term of the contract with all parties concerned in August of each year, to incorporate new initiatives and development.

It is an expectation that the contractor will have the school's best interest at heart and highlight to the Premises Manager/Site Superintendent any works that they feel have been overlooked or are a potential hazard.

In addition, the contractor should be aware that the service will be monitored and inspected on a regular basis by a representative of the school.

Supporting Documentation

The contractor (and all operatives under the guidance) is expected to work in a safe manner. The contractors' health and safety policy document, together with the contractors' safe systems of work such as; risk assessments, method statements and safe working procedures should be submitted with this tender.

In addition, the contractor should carry public liability insurance to a minimum value of £5,000,000. Evidence of the current insurance policy demonstrating this level of cover must be submitted with this tender, together with risk assessments for relevant tasks/ use of machinery, etc.

Where possible two references from other educational establishments or similar to include contact names and telephone numbers.

Health and Safety

- The contractor is required to detail their approach and ensure compliance in respect of Health and Safety legislation applicable during contract period. A copy of companies' Health and Safety Policy should be attached. The contractor will be expected to comply with the Academies policies and procedures.

Machinery, equipment and tool safety



- The contractor will be expected to be able to demonstrate due diligence in respect of all machinery, equipment and tool safety legislation applicable during the contract period.

Insurance

The contractor shall be liable for and indemnify the school, its employees and agents against any liability, loss, claim or proceeding whatsoever arising under any statute or common law in respect of:-

- Any damage to property, real or personal, including any infringement of any third party patents, copyright and registered designs.
- Injury to persons including injury resulting in death, or arising out of or in the course of, or in connection with the provision of the services, or use of the contractors or his staff on the Academies premises; except in so far as such damage or injury shall be due to any act of neglect of the Academy, its employees and agents.
- The contractor shall maintain such insurance as are necessary to cover the liability of the contractor. A copy of the contractors' public liability must be issues to the Academy annually.

Quality Assurance

- It shall be the duty of the contractor to ensure that all equipment provided by the contractor are safe and comply with relevant Health & Safety regulations and guidelines prevailing at any time during the contract.
- Provide detail on your company's approach to quality assurance and how it will be applied.

Induction, Training and Staffing

- Specify the induction and training that will be provided to all contracted staff for the first year to develop the service provision and comply with legislation and contract.
- Provide the necessary risk assessments.

Educational Site Experience

- Specify your experience with primary/secondary Academies detail the contract, if necessary.

Administration and Monthly Invoices

- The contractor shall keep full and proper records of all visits at the Academies and make such records available to the Academies at any reasonable time.
- The contractor will make contact with the Premises Team before and after a visit to have the said work signed off.

PLEASE PROVIDE YOUR TENDER IN THE ORDER DETAILED ON THIS SPECIFICATION UNDER EACH HEADING.



WASTE DISPOSAL- SITE SPECIFICATION					Weekly charges					
<u>Academy</u>	<u>Postcode</u>	<u>General waste bin size</u>	<u>Quantity</u>	<u>Frequency of lifts (per week)</u>	<u>Cost per lift, per unit, per week</u>	<u>Total</u>	<u>Any duty of care charges</u>	<u>Any Overweight charges</u>	<u>Any rental charges</u>	<u>Any waste transfer charges</u>
Abbey Grange	LS16 5EA	8.0 FEL	1	3						
Bishop Young	LS14 6NU	1100 LTR	8	1						
Lightcliffe Academy	HX3 8TL	6.1 CU M FEL	1	2						
Christ Church	LS12 3NU	1100 LTR	2	1						
Holy Trinity	LS26 0NB	1100 LTR	3	1						
Lightcliffe Primary	HX3 8SH	1100 LTR	2	2						
Manston St James	LS15 8JH	1100 LTR	4	1						
St Chads	LS16 5QR	1100 LTR	2	1						

PLEASE COMPLETE ALL THREE TABS

<u>WASTE DISPOSAL- SITE SPECIFICATION</u>					<u>Weekly charges</u>					
<u>Academy</u>	<u>Postcode</u>	<u>General waste bin size</u>	<u>Quantity</u>	<u>Frequency of lifts (per week)</u>	<u>Cost per lift, per unit, per week</u>	<u>Total</u>	<u>Any Duty of care charges</u>	<u>Any Overweight charges</u>	<u>Any rental charges</u>	<u>Any waste transfer charges</u>
Abbey Grange	LS16 5EA	1100 LTR	4	1						
Bishop Young	LS14 6NU	1100 LTR	7	1						
Lightcliffe Academy	HX3 8TL	6.1 CU M FEL	1	1						
Christ Church	LS12 3NU	1100 LTR	1	1						
Holy Trinity	LS26 0NB	1100 LTR	1	1						
Lightcliffe Primary	HX3 8SH	1100 LTR	1	1						
Manston St James	LS15 8JH	1100 LTR	1	1						
St Chads	LS16 5QR	1100 LTR	1	1						

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<u>WASTE DISPOSAL- SITE SPECIFICATION</u>					<u>Weekly charges</u>					
<u>Academy</u>	<u>Postcode</u>	<u>Food waste bin sizes</u>	<u>Quantity</u>	<u>Frequency of lifts (per week)</u>	<u>Cost per lift, per unit, per week</u>	<u>Total</u>	<u>Any Duty of care charges</u>	<u>Any Overweight charges</u>	<u>Any rental charges</u>	<u>Any waste transfer charges</u>
Abbey Grange	LS16 5EA	N/A	0	0						
Bishop Young	LS14 6NU	N/A	0	0						
Lightcliffe Academy	HX3 8TL	240 LTR	4	1						
Christ Church	LS12 3NU	N/A	0	0						
Holy Trinity	LS26 0NB	N/A	0	0						
Lightcliffe Primary	HX3 8SH	N/A	0	0						
Manston St James	LS15 8JH	N/A	0	0						
St Chads	LS16 5QR	N/A	0	0						

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