

**West of England Partnership Board
24th October 2008**

**Joint Waste Strategy:
Phase 2 Procurement of Waste Treatment Capacity, and
Phase 3 Outline Business Case to DEFRA**

1. Purpose of the Report

To provide an update in respect of Phases 2 and 3 of the West of England Joint Municipal Waste Management Strategy (Joint Waste Strategy), in regard to:

1. The procurement of short-term treatment capacity under Phase 2; and
2. The preparation and submission of an Outline Business Plan (OBC) to DEFRA for Government PFI funding support for Phase 3.

The report asks the Partnership Board to endorse the Outline Business Case which will be approved by the Cabinets/Executives of Bristol, North Somerset and South Gloucestershire Councils during week commencing 27th October 2008.

2. Background

The West of England Partnership Board received a report titled "Waste Management Progress and Next Steps" on 4th July 2008 which put into context the work being done by the West of England Partnership in facilitating the implementation of the Joint Waste Strategy on behalf of Bristol (BCC), Bath & North East Somerset (B&NES), North Somerset (NS) and South Gloucestershire (SG) Councils.

3. Phase 2

Phase 2 has reached the stage of inviting contractors to express an interest in providing short-term treatment capacity to divert waste from landfill 2010-2015 ahead of formally inviting tenders in January 2009. Appendix A is a copy of a progress report prepared for the Authorities' Waste Executive Members and received by them on 16th October 2008. *It should be noted that all four Councils are participating in Phase 2.*

The report provides an up-to-date summary of progress and explains the methodology to be employed in securing treatment capacity under Phase

2.

4. Phase 3

The implementation of Phase 3 is being supported through an application for Government PFI funding, ie: PFI credits. A key part of the process is the submission to DEFRA of an Outline Business Case by the deadline date of 31st October 2008. *It should be noted that B&NES Council has decided not to participate in Phase 3 of the Joint Strategy.*

The OBC itself is being placed before the remaining three Authorities' Cabinets/Executives on 27th October (SG), 28th October (NS) and 30th October (BCC) for approval, prior to being submitted to DEFRA on 31st October 2008.

The OBC and supporting appendices to the OBC will be placed on the West of England Partnership website and also on www.rubbishorresource.co.uk which is the public interface for the Project.

In order that Members of the West of England Partnership Board have an insight into the content of the Outline Business Case prior to submission, the OBC's Executive Summary is attached as Appendix B. The OBC itself (excluding appendices and supporting reports) is close to 200 pages.

Recommendation:

- That Members:
- (i) note the progress taking place to secure sub-regional municipal waste treatment capacity; and
 - (ii) are asked to endorse the OBC for Phase 3 of the Joint Strategy.

Steve Gill
Waste Director

**Waste Executive Member Meeting
West of England Partnership
16th October 2008**

**PHASE 2 OF WASTE STRATEGY:
PROCUREMENT DOCUMENTS AND TENDER EVALUATION**

Purpose of Report

- 1 To seek members views on the content of the finalised Phase 2 specification, terms and conditions, pre qualification questionnaire and outline quality evaluation document prior to issue with the OJEU notice to be placed in the official journal on the 17th of October. It should be noted that whilst it is good practice to have the specification and terms and conditions documents as complete as possible prior to issue with the OJEU notice, there is scope to amend these up until their formal issue to the selected tenderers in January of next year. The documents provided for consideration are:

Appendix 1	Contract Specification
Appendix 2	Terms and Conditions
Appendix 3	Pre Tender Questionnaire
Appendix 4	Outline Quality Evaluation Criteria

- 2 Procurement Timetable to Deliver Phase 2 of the Waste Strategy is presented in Table 1.

Table 1 Phase 2 Procurement Timetable.

Approval to commence procurement of interim treatment capacity	June-September 2008
<i>Final contract package (Waste Members)</i>	<i>16th October</i>
OJEU Notice	17 th October 2008
Bidders Day	4 th of November 2008
PTQs returned	Early December (w/b 8 th)
Issue Tenders	w/b 12th Jan
Return of Tenders	February 2009 (w/b 23 rd)
Bid evaluation	March/April 2009
Contract award	May 2009
Planning permission secured plus construction period	2009-2011
Facility Operational	Spring 2011

Specification

- 4 Details of the key element of the specification were presented to Members at their meeting of the 23rd of September. These were finalised by officers at their meeting of the 3rd of October. The only item that has changed significantly since the 23rd has been the tonnage commitments of the authorities to the compliant and variant bid, which are now presented in Table 2. The tonnages quoted by BANES in Table 2 are provisional at this stage and are due to be confirmed by their Cabinet on the 15th of October. The Specification is contained in full as Appendix 1 to this report.

Table 2. Indicative Tonnage required to be treated to meet LATS

Year	2011-12	2012-13	2013-14	2014-15	2015-16	Further 4 years
Minimum Guaranteed Tonnage (rounded)	59,700	89,400	101,200	111,300	93,500	To be determined at the end of year 4.
BANES	800	6,900	8,700	10,600	12,700	
Bristol	39,700	49,700	51,000	53,600	42,100	
N Somerset	9,200	12,800	15,500	18,100	15,600	
S Gloucs	10,000	20,000	26,000	29,000	23,100	
Variant bid tonnage	124,400	124,000	124,400	124,900	93,500	To be determined at the end of year 4.

Terms and Conditions

- 5 Terms and Conditions have been prepared for the Contract using Bristol's model terms and conditions prepared for its recently let In-Vessel Composting contract (March 2008) as a base document. Specific conditions for the Phase 2 contract have been included to formalise the Contractors commitments. In particular section 4 outlines the Contractor commitments to provide a site, and construct a treatment plant to deal with the tonnages offered in the specification and at the gate fee to be offered in the Pricing Schedule. The Terms and Conditions Document is provided in Appendix 2.
- 6 One issue that needs to be resolved is the value of Bond required in the contract. If this were based on the requirement to purchase LATS permits in 2014-15 this could cost the Partnership in the order of 111,300 x £35 per tonnage permit or £3.9M. Advice from Jacobs and Bristol's procurement unit indicates that this could be prohibitively expensive for prospective Tenderers to secure. It is suggested therefore that the Bond

be set at £2M a more realistic and financially achievable figure. In terms of LATS compliance cost this would provide us with funds to secure approximately 6 months of LATS permits in 2014-15 should the treatment plant not be available for some reason based on £35 per permit. Permission would be needed from the Head of Legal and Financial Services in Bristol to deviate from Standing Orders to agree a £2 Million Bond in the final tender documents.

Pre-Tender Questionnaire.

- 7 The Pre Qualification Questionnaire, which will be used to obtain first stage information from prospective contractors, is contained in Appendix 3. Under the restricted list process this information will be used to shortlist those wishing to qualify to tender for the contract. Also provided in Appendix 3 are the levels at which pre qualification is deemed satisfactory. Members should note the requirement to provide details of the proposed site and the reference technology are explained here and will form part of the OJEU notice. Tenders will need to demonstrate their technology confirms to the level of operation stated in the PTQ to qualify for the next stage.

Outline Evaluation Quality Criteria

- 8 The Outline Quality Evaluation Criteria have been fixed at 25% each according to the following headings. The Cost v Quality split has been suggested to be 35%: 65%. A detailed evaluation model will be developed to support these criteria, which will include the items contained in Appendix 4. This work is planned for October to November 2008.

Criteria	Agreed Weighting
Site and Planning	25%
Timescale/ programme	25%
Performance risk	25%
Sustainability	25%

Summary Of Next Steps and Future Review By Joint Waste Committee

- 17/10/08 OJEU notice issued and documents made available on Bristol City Councils Electronic Procurement System.
- 4th November Bidders Day event to be held in Bristol to introduce key elements of the contract to prospective bidders and seek comments on documents. Also assistance will be provided in using the Councils procurement system.

- November 2008 the detail cost and quality evaluation model finalised. The outcome of this will be reported to the Joint Waste Committee for it's meeting on the 11th of December 2008.
- PTQs will be returned w/c 8th December and initial evaluation commences, a shortlist of tenders will be chosen.
- Issue final tender documents for completion to chosen tenderers w/c 12th of January 2009.
- Tenders will be returned and evaluated by April 2009 and reported to a Joint Committee in April/May 2009 (date to be confirmed). The Joint Committee will then recommend to the outcome of the tender process to their respective Cabinets/Executive. The Final award of Contract will subsequently depend upon each Authorities approval process.

Appendix 3



BRISTOL CITY COUNCIL

DEPARTMENT OF NEIGHBOURHOOD & HOUSING
PRE-TENDER QUESTIONNAIRE
APPLICATION FOR INCLUSION ON THE COUNCIL'S TENDER LIST
FOR THE TREATMENT OF WEST OF ENGLAND
RESIDUAL MUNICIPAL WASTE

NAME OF ORGANISATION	
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To Be Returned By: 12 Noon on xxxxxxxxxxxxxxxx

Please Return via: <http://procurement.bristol.gov.uk>

For information only, please indicate where you found details of this contract:

OJEU	
Materials Recycling Weekly	
Lets Recycle . com	

Date Returned: (do not complete - for official use)

FOREWORD

Every year the Bristol City Council spends millions of pounds on various works, commodities and services, the majority of which are carried out by private contractors. For this Tender Bristol is acting as **Lead Authority** on behalf of the West of England Partnership which comprises the authorities of Bristol City Council, Bath and North East Somerset Council, South Gloucestershire Council and North Somerset Council. For more information on the West of England Waste Strategy please go to <http://www.rubbishorresource.co.uk> .

The Partnership wishes to use that spending power to select the people best able to do what it requires, and to promote the best possible standard within the contracting industries.

It is looking to secure, best value for money, not just in the short-term, but via longer term benefits for the West of England and charge payers.

The Council requires that a contractor demonstrates its ability to carry out the work applied for, and recognises its responsibilities in respect of:

- Standards of Work - that it will be done well and both supervised and carried out by suitably qualified, competent personnel.
- Health and Safety - commitment including the safety policy statement of intent, organisation and arrangements to meet the policy and agreement to comply with legislation, codes of practice and safe working systems. Your previous record will also be taken into account.
- Business Continuity - The Council is required under The Civil Contingencies Act 2004 to ensure that contractors providing essential services are able to maintain service in the event of a major emergency. A summary of the Council's requirements and details of how to obtain further assistance is available at www.bristol-city.gov.uk/bcm
- Sustainability - The Council is committed to improving the environment and quality of life in the work it does and the services it provides whether itself or through others.
- Equalities - The Council is committed to ensuring that our service users and employees are not discriminated against because of age, disability, sex, sexuality, race, colour, ethnic origin or religion.

This commitment extends to contractors working on our behalf and we expect contractors to promote equality and remove discrimination, providing services for all. If you work with the Council you will be expected not to discriminate and to comply with all statutory obligations such as under:

- The Race Relations Act 1976, as amended 2000
- The Sex Discrimination Act 1975, as amended 1986
- The Disability Discrimination Act 1995, as amended 2005

- The Employment Equality (Religion and Belief) Regulations 2003
- The Employment (Sexual Orientation) Regulations 2003
- The Employment Equality (Age) Regulations 2006
- Or equivalent legislation if you employ staff in any other country

You should complete the answers using the questionnaire. You should not refer to general promotional literature or policies. Nor should you include these unless the Council has specifically asked you for them

GUIDANCE NOTES

The information disclosed in this form will be used in the selection of tenderers.

- References to the Council in this document refer to Bristol City Council acting as Lead Authority on behalf of the West of England Partnership comprising of Bath and North East Somerset Council, Bristol City Council, North Somerset Council and South Gloucestershire Council.
- Please note that whenever used in this questionnaire, the term organisation refers to a sole practitioner, partnership, incorporated company, co-operative, charity or analogous entity operating outside the UK, as appropriate, and the term 'officer' refers to any director, company secretary, partner, associate, trustee or other person occupying a position of authority or responsibility within the organisation.
- Answer the questions specifically for your organisation not for the group if you are a part of a group of companies. Where, however, group policies, statements etc. are normally used in your firm, please answer accordingly.
- Where a question requests a YES/NO answer please make it clear which answer is indicated and include further information necessary to clarify that answer. The Council is entitled to interpret any ambiguous replies in its favour.
- If you are proposing to tender as part of a consortium, you will need to lodge a statement explaining the corporate or other structure under which the consortium will tender. Each participant must complete a questionnaire and you must demonstrate which participant will be responsible for which part of the contract. You should also note that the Council will only accept bids from consortia where all participants accept full joint and several liability for the whole contract.
- Where the space given for any answer is insufficient then please continue

your answer on a separate page, again clearly marking your firm's name and the question to which it relates.

- This questionnaire must be fully completed even if you have previously submitted a questionnaire to the Council. It is not acceptable to cross reference to earlier or other questionnaires.
- Applicants should note that they may be asked to clarify or provide additional information before the Council is able to determine its select list of tenderers, and that the provision of false information may disqualify an applicant from inclusion. Also, that in accord with the provisions of the Data Protection Act 1998, the name of a person dealing with an application will be a matter of record.
- Non UK based organisations should attempt to answer each of the questions in this questionnaire substituting where relevant the appropriate legislation, code of practice or professional qualifications which are applicable within their domestic jurisdiction.
- The Council does not bind itself to complete this tender process and shall not be liable for any loss or expense incurred by any applicant as a result of its decision not to proceed to the award of the contract.
- Applicants are advised to read the specification sent out with this questionnaire. All queries regarding this tender should be made in writing via the Dialogue Tab located within the e-tendering system.
- The completed questionnaire must be submitted, together with supporting documents, no later than 12.00 noon on xxxxxxxxxxxxxxxx via the e-tendering system.
- Any supporting documentation submitted via the e-tendering system should be pdf or Microsoft Office. If you are unable to submit some of your supporting documents in this way please send to: Cheryl Hansford, Corporate Procurement, 5th Floor, B Bond, Smeaton Road Bristol, BS1 6EE, to reach us by the deadline.

BIDDER'S BRIEFING SESSION

A briefing session for all potential providers has been arranged for **4th of November** at the following address:

Gloucestershire County Cricket Ground
Nevil Rd, Bristol, BS7

The session will run between 10:30am and 12:30pm

1. INSURANCE

If you are selected, the Council will require you to demonstrate that you have the following levels of Insurance cover in place. These must not contain any exclusion, which affects the Council. By completing this questionnaire you are warranting to the Council that you can and will do this. If you cannot meet this requirement, or do not know if you can, please do not complete this questionnaire and do not apply to be considered for this work.

Can you confirm that the insurance levels listed below will be in place before a contract is signed?

Yes/No

- Employers Liability being not less than £10 million
- Public Liability being not less than £5 million

2. ORGANISATION IDENTITY

2.1 Name of the Organisation making the application:	
2.2 Contact name:	
2.3 Address:	
2.4 Telephone number:	
2.5 Fax number:	
2.6 E-mail address:	
2.7 Website address (if any):	
2.8 Date of registration or incorporation:	
2.9 Company Registration number (if applicable):	

3. ORGANISATION INFORMATION

3.1 Is your organisation?

a) a sole trader	Yes/No
b) a partnership	Yes/No
c) a limited company	Yes/No
d) a public limited company	Yes/No
e) a charity	Yes/No
f) other (please specify)	

3.2 Is your company a subsidiary of another company?		Yes/No
If yes, provide details of the ultimate holding company name and address		

3.3 Please enclose a summary of your organisational structure. Full details enclosed? **Yes/No**

3.4 Please provide the full names and job titles of your Executive Directors/ Partners:

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4. PRIME/MAIN CONTRACTOR

4.1a) Does your organisation intend to provide the Services required itself?

Yes/ No

b) Does your organisation intend to use partners, third parties or sub-contractors to provide some or all of the service?

Yes/ No

4.2 If your answer to 4.1(b) is **yes** please identify the intended sub-contractors or partners for the bid below (if currently known):

Organisation name	Organisation address and contact details	Service provision responsibility

Please note that if the Council is willing to agree to the sub-contracting of any element of the service, it will only be on the basis that you accept full liability for any sub-contractor. If you are proposing to tender jointly with someone else, each of you must complete a separate copy of this questionnaire and you may only tender on the basis that all of you will each accept full responsibility for each other's performance.

The Council will not consider sub-contracting appropriate, where there is a possible contact with children or vulnerable persons and there is a potential loss of control over the individuals who are engaged in service delivery.

4.3 Please give a brief outline of your policy regarding the use of sub-contractors and if applicable, the extent to which you might envisage using them for this requirement.

5. COMPLIANCE WITH EC/UK PROCUREMENT LEGISLATION

5.1 Do you know of anything that might bar you from tendering or make you an unsuitable applicant to be considered? *Please consider the notes on Regulation 23 below before responding.* Yes/No

If yes, please provide details:

In confirmation of your answer, the Authority may seek evidence at a later date.

SUMMARY OF INELIGIBILITY CONDITIONS PROVIDED BY REGULATION 23 OF THE PUBLIC CONTRACTS REGULATIONS 2006 (SI 2006 NO. 5)

This summary is not an exhaustive list and is offered only as an indication for the convenience of bidders. Regulation 23 sets out the grounds on which a services provider may be deemed ineligible to tender for or be awarded a public contract. Rejection is permissible when a Service Provider:

- Has been convicted of any of the following offences: conspiracy, corruption, bribery, fraud, money laundering or any other offence within the meaning of Article 45(1) of the Public Sector Directive;
- Is in a state of bankruptcy insolvency compulsory winding up, administration, receivership, composition with creditors or any analogous state, or subject to relevant proceedings;
- Has been convicted of a criminal offence related to business or professional conduct;
- Has committed an act of grave misconduct in the course of business;
- Has not fulfilled obligations relating to payment of social security contributions;
- Has not fulfilled obligations relating to payment of taxes;
- Is guilty of serious misrepresentations in supplying information required by the Authority under the Regulations;
- Is not in possession of a licence or not a member of the appropriate organisation where the law of that State requires it;
- Is not registered on the professional or trade register of the relevant State in which established.

Some of the above criteria also refer to directors, or any other person with powers of representation, decision or control of the organisation. **Bidders should refer to the Regulations and satisfy themselves that they are not ineligible.** These can be accessed at <http://www.bristol.gov.uk/procrules> or obtained from the person issuing this questionnaire.

6. BUSINESS CAPABILITY

The following questions are intended to indicate your organisation's general technical capability and ability. Where necessary, please expand your answers to cover any particular arrangements that would apply to the Treatment of Residual Municipal Waste.

6.1 Provide details of the principal areas of your business activity:

6.2 Do you propose using an established facility?

Yes/No

If yes, please provide details, including location:

If no, please provide, in respect of the proposed site:

1) An independent planning consultant's statement expressed to be in their opinion as an expert:

- confirming that its use for the Treatment Plant will meet current planning policies and
- assessing the likelihood that you will be able to obtain satisfactory planning permission and Environmental Permits for it and
- assessing the time likely to be taken to secure such planning permission and Environmental Permits.

Or

- If it already has a satisfactory planning permission a copy of the planning permission and any other relevant consents.

2) A plan (preferably Ordnance Survey - state Sheet No.) of not less than 1/2500 scale clearly showing the boundary of the site outlined in red and the area in hectares.

Note: responses to these questions will be treated confidentially

6.3 Please provide brief details as to the proprietary technology you would propose for this contract, including the types of waste treated and estimated tonnage throughput:

6.4 Please provide details of this technology in use elsewhere, stating the location of the plant, types of waste being treated, for how long it has operated and tonnage throughput:

6.5 Does your organisation already operate a plant processing residual municipal waste? If so please provide details of this including the location of the plant, for how long it has operated, tonnage throughput and main suppliers of waste:

6.6 Is your organisation a Member of a Trade Organisation?

Yes/No

If so, please provide details of the memberships you hold.

6.7 Does your organisation have a Health and Safety Policy, which includes the following:

General statement of Policy	Yes/No
Organisational chart showing Health and Safety responsibilities	Yes/No
Arrangements for carrying out the work paying particular attention to the managing of contractors, and other health and safety legislation	Yes/No
Clear information on how the policy will be communicated to the work force.	Yes/No

A copy of your organisation's Health and Safety policy is not required at this stage, but will be required later on in the procurement process.

6.8 Has your organisation, during the last 3 years, been prosecuted for contravention of the Health and Safety at Work Act 1974, or equivalent legislation or been subject of a formal investigation by the Health and Safety Executive, or similar national body charged with supervision of health and safety standards?

Yes/No

If **yes**, provide details of the incidents and what action has been taken since the event and what precautions are now in place to prevent re-occurrence:

7. QUALITY ASSURANCE

7.1 Please provide details of any quality assurance certification that your company holds e.g. ISO 9001:2000 or equivalent standard. Please include a copy of any certificate. If no accreditation held, please attach an outline of your quality assurance policy.

7.2 Please provide details of any quality assurance certification which you have applied for or that you are working towards accreditation, including relevant dates:

7.3 Outline ways in which your organisation can achieve continuous improvements and record other services that can be provided:

8. FINANCIAL

8.1 The following financial information must be returned with this questionnaire:

- a) A copy of the most recent audited accounts for your organisation that cover the last two years of trading or for the period that is available if trading for less than two years.
- b) A statement of the organisation's turnover, Profit & Loss and cash flow position for the most recent full year of trading (or part year if full year not applicable) and an end period balance sheet, where this information is not available in an audited form at (a).
- c) Where (b) cannot be provided, a statement of the organisation's cash flow forecast for the current year and a bank letter outlining the current cash and credit facility position.
- d) If the organisation is a subsidiary of a group, (a) to (c) are required for both the subsidiary and the ultimate parent. Where a consortium or association is proposed, the information is requested for each member company.
- e) A separate statement of the organisation's turnover that relates directly to the supply of this service for the past two years, or for the period the organisation has been trading (if less than two years).

8.2 The name and address of your banker:

8.3 For this particular contract the Council requires a bond, of performance and financial standing. Do you confirm that your organisation is willing to provide this?

Yes/No

8.4 The Council may require a parent company guarantee and/or other guarantees of performance and financial standing if considered appropriate. Do you confirm that your organisation is willing to provide if required?

Yes/No

9. BUSINESS CONTINUITY

Does your organisation have the following:

A risk register which identifies the main operating risks to your business	Yes/No
A business continuity plan	Yes/No
Does the plan detail how the risks identified will impact on your business and how you will mitigate their impact should they occur.	Yes/No
Have you tested your plan?	Yes/No
If yes when was the plan last tested?	

A copy of your organisation's business continuity plan is not required at this stage, but will be required later on in the procurement process.

If you have answered **no** to any of the above questions provide details of: Any progress you have made in preparing the above
Any time scales in place to undertake these processes
Any circumstances which would render above unnecessary

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10. SUSTAINABILITY

10.1 Have any prohibitions, improvement notices and enforcement orders been issued, or prosecutions made under environmental law in the last 5 years or pending?

Yes/No

If yes, please provide details:

10.2 Please provide details of any environmental management systems (e.g. ISO 14001 or Eco Management and Audit Scheme) that your organisation has completed or are undertaking:

10.3 Please provide a copy of your environmental policy.

10.4 Please outline the organisation's approach/commitment to environmental concerns including climate change and carbon footprint.

11. EQUAL OPPORTUNITIES

11.1 In the last three years has your organisation had any findings of unlawful discrimination made against them, by any court or industrial tribunal, or been the subject of formal investigation by the Commission for Racial Equality (CRE), Equal Opportunities Commission (EOC) or Disability Rights Commission (DRC)?

Yes/No

Please provide details of each occasion and detail what corrective action has been taken as a consequence of each finding:

Date	Unlawful finding/area	Corrective Action Taken

11.2 Do you have an equal opportunities policy?

Yes/No

If yes, please provide a copy.

12. REFERENCES

12.1 Please provide details of any arrangements with principal organisations for the Treatment of Biodegradable Waste during the past three years:

Customer Name	Contact Address, Telephone No. & email address	Contract Title	Contract Price (£M)	Price Basis, e.g. Lump Sum	Description of Service Undertaken	Names of any sub-contractors and/or consortium members and their role	Start date of contract and duration
1.							
2.							
3.							

Customer Name	Contact Address, Telephone No. & email address	Contract Title	Contract Price (£)	Price Basis, e.g. Lump Sum	Description of Service Undertaken	Names of any sub-contractors and/or consortium members and their role	Start date of contract and duration
4.							
5.							
6.							

NB. The Authority may elect to contact any of the given companies for a reference. Your permission to do so will be assumed unless you explicitly state any objections.

13. DISPUTES

13.1 Has your organisation undertaken any contracts, in the past three years, where there has been:

- A failure to complete the contract on time or at all Yes/No
- Where there have been claims for damages Yes/No
- Where damages have been deducted or recovered Yes/No
- Where a contract has been terminated Yes/No

If yes, to any of the above, please provide details in the table below:

Customer name and address	Contract reference and brief description of goods and services provided	Date of claim/ contract termination	Reason for claim/ contract termination

13.2 Are there any court actions outstanding against your organisation?

Yes/No

If yes, please provide details:

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13.3 Has your organisation been involved in any court action over the past 3 years?

Yes/No

If yes, please provide details:

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14. FORM COMPLETED BY:

Name	
Position	
Date	
Telephone number	
E-mail address	

Before returning this application form, please ensure that you have:

- i) answered all questions appropriate to your application
- ii) enclosed all relevant documents

Phase 2 PTQ Evaluation – update 3rd Sept PTQ Evaluation levels

Following the evaluation workshop at the end of July and further discussion with Phil Griffiths (Alderwicks) the latest proposals with regards to PTQ evaluation are as follows.

At PTQ stage the partnership wish to consider the following, which apply specifically to the phase 2 procurement, in addition to a number of more generic areas shown in the table below:

Technology – needs to be demonstrable and proven
Financial stability and availability of financial resources
Provision of insurances and bond
Identification of a credible site – appropriate size/throughput (and location?)
Experience in treatment of residual municipal waste

These are all standards but some also have levels, which will need to be published in the OJEU notice (note: I define level as any specific bar/hurdle that they must be able to satisfy in order to be invited to tender, whether that be numerical or otherwise)

Information Required	Level
Appropriate statements and accounts and evidence of the proposed financing mechanism for the contract	No levels
Confirmation of public liability and employer's liability insurance levels	£5m and £10m
Confirmation of willingness to provide a bond	Bond to a value of £2m

Economic and financial standing _ Bristol Standards apply.

1 Technical or professional ability

Information Required	Level
Details of the technology proposed for the contract and evidence of its use elsewhere	1 or more reference plants, receiving municipal waste or similar, having been open to accept waste for at least 7,500 hours over one year within the last 5 years.
Details of the proposed site for the contract including size of the site, anticipated throughput of the plant and its location	Proposed throughput / size meets the specified requirements.
Details of relevant experience in the treatment of residual municipal waste, including referee details	No level
Details of proposed sub contracting if any	No level
Details of health & safety arrangements and policy	No level
Details of any quality assurance measures	No level
Details of environmental management measures	No level
Details of equal opportunities policy	No level
Details of business continuity measures	No level

Appendix 4 Outline Evaluation Criteria

(i) Site and planning – 25%

- Site availability/ownership and deliverability, likely timescale for site availability
- Planning risk/constraints – e.g. flood risk, contamination, compatibility with **local** planning policies
- Experience of and approach to planning process
- Realism of proposed planning process
- EA permitting process

(ii) Timescale/programme – 25%

- Realism of programme (taking into account 3rd party involvement)
- Ability to meet deadlines
- Planning/construction/commissioning/operation stages in programme – appropriate, realistic, achievable
- Certainty of funding
- Capacity/resourcing to deliver programme in timescales
- Proposed date for commencement of services

(iii) Performance Risk – 25%

- Ability to meet EA standards
- Ability to consistently meet contract standard
- Ability to exceed the minimum requirements e.g. BMW diversion
- Proveness of proposed **solution** at a similar scale/proven commercial track record of proposed technology
- How will the operation be run
- H&S issues in operation
- Reliability of technology and plant
- Anticipated downtime/processes in place to deal with downtime
- Contingency plans
- Recording and auditing processes
- Contract interface – dealing with complaints/public/EA
- Final outputs of the process – affect on BMW diversion, available and proven markets, reliance on 3rd parties
- Risks to operational process fully considered by Tenderer and appropriately dealt with
- Flexibility of solutions to accommodate changes in waste volume and composition

(iv) Sustainability – 25%

- Headline sustainability factors e.g. transport, energy use, water, CO2 balance
- Site proximity (proximity principle/self sufficiency)
- Disposal of by products of the process – are opportunities for recycling taken up?
- Minimise unusable by-products and maximize usable products.
- Transport method, including rail transfer.