

## Request to award Supply of Litter Bins and Street Recycling Bins Contract - DN530269.

Date: 12<sup>th</sup> July 2021

Report of: Service Manager, Cleaner Neighbourhoods Team

Report to: Chief Officer, Environmental Services

Will the decision be open for call in? ☐ Yes ☒ No

Does the report contain confidential or exempt information? ☐ Yes ☒ No

### What is this report about?

#### Including how it contributes to the city's and council's ambitions

- The purpose of this report is to advise the Chief Officer, Environmental Services of the outcome of the Supply of Litter Bins and Street Recycling Bins tender and to seek permission to award the contract for Lots 1, 2 and 3.
- In procuring good quality litter bins and potentially expanding the use of recycling bins both within and outside of the city centre the process is contributing towards the Council's plans to build strong, safe communities, through being responsive to local needs as well as promoting community respect and resilience.
- It also contributes to Leeds City Council's waste strategy through the increased use of recycling bins both within and outside of the city centre.

### Recommendations

- a) The Chief Officer, Environmental Services is recommended to approve the award of the contract for the provision of litter bins, street recycling bins and coffee cup recycling bins to the contractors below:
  - Lot 1 – On street Leeds bins and City centre bins to Wybone Ltd (£79,684 per annum)
  - Lot 2 – On street recycling bins to Wybone Ltd (£43,250.00 per annum)
  - Lot 3 – On street coffee cup recycling bins to Leafield Environmental Ltd (£24,500.00 per annum)
- b) The new contract is to start on 2<sup>nd</sup> August 2021 for 1 year until 1<sup>st</sup> August 2022 with 4 x 12 month extensions available.

## Why is the proposal being put forward?

The most recent contract in place with Broxap Ltd for the supply of litter bins, expired on 21<sup>st</sup> May 2021. The contract had been in place since 2016 and a new procurement process was required as there was no provision for any further extensions.

The contract is required by the Council to ensure continuous provision of litter bins.

In addition, Leeds City Council has started to use on street recycling bins and coffee cup recycling bins in the city centre, with a view to pilot use of these in a selected number of townships. Lots 2 and 3 were not included in the previous contract so it was important to include them within the new tendering process.

The procurement was advertised on TED (2021/S 000-006104) and tender documents published in YORtender in March 2021 under contract ID - DN530269.

Tender was evaluated on a quality/price separated basis with each lot being awarded to the tenderer who meets the minimum quality thresholds and submits the lowest price bid.

In total three tender submissions were received from: Broxap Limited (bidding for both lot 1 and lot 2), Wybone Ltd (bidding for lot 1 and lot 2) and Leafield Environmental Ltd (bidding for lot 3). All bidders passed the quality evaluation, including providing satisfactory images to illustrate that they meet the specification.

In addition, Wybone, also provided physical samples in relation to Lot 1, which were demonstrated by the representative and then used by the Cleaner Neighbourhoods Team for a week and deemed to meet the specification and be of satisfactory quality.

It is proposed that Lot 1 which is the supply of the Leeds bin (standard) and the Leeds bin (city centre) is awarded to Wybone Ltd. Broxap Ltd initially submitted the lowest price bid of £79,402.00 pa . However, following the standstill period they made contact to advise that they could no longer honour the prices due to an increase in the price of steel, and were unable to offer an alternative fixed price for both types of bins under Lot 1. Subsequently, Broxap Ltd chose to withdraw from the tendering process.

Therefore, the second lowest bidder, Wybone Ltd is now the preferred contractor. The unit prices provided by Wybone would amount to an annual combined estimated spend of £79,684 per annum, or £398,420 over the 5 year potential contract period.

It is proposed that Lot 2 which is for the supply of recycling bins (to house a 240L wheelie bin) and a single recycling bin with liner (110-120L capacity) is awarded to Wybone Ltd who submitted the lowest price bid. This would amount to an annual combined estimated spend for lot 2 of £43,250 or £216,250 over the potential 5 year contract period.

It is proposed that Lot 3 which is for the smiley face coffee cups bin is awarded to Leafield Environmental Ltd were the sole bidders for this lot 3 with a bid of £24,500pa or £122,500 over the potential 5 year contract period.

## What impact will this proposal have?

### Wards Affected:

Have ward members been consulted?

☐ Yes

☒ No

- 1 Whilst ward members haven't been directly consulted, the decision to go out to tender was published and open to call in.

Undertaking a full procurement, especially with the inclusion of on street recycling bins, which hadn't previously been included in the tender process has ensured that Leeds are able to purchase litter and recycling bins of a high and prescribed specification at the lowest possible price.

An Equality, Diversity, Cohesion and Integration Screening form has been completed and has found no significant issues. It is attached in Appendix 1.

### **What consultation and engagement has taken place?**

- 2 As this is a procurement process, no formal consultation has taken place.
- 3 Advice has been provided throughout the process by the PACS (Procurement and Commercial Services) team.

### **What are the resource implications?**

- 4 The purpose of the procurement process is to obtain good quality products at the most competitive price. By including the recycling bins and coffee cup bins within the contract significant savings have been made on the prices paid prior to the procurement process. The savings made are £41,250 pa on Lot 2 and £5500 pa on the smiley faced coffee cup bins (Lot 3)

### **What are the legal implications?**

- 5 The process has been undertaken fully in line with all of the Councils Contracts and Procedures regulations and with full consultation with the PACS (Procurement and Commercial Services) team.
- 6 This is a Significant Operational Decision, not eligible for call in.

### **What are the key risks and how are they being managed?**

- 7 Business continuity is probably the biggest risk to the manufacturing process, especially with the additional potential disruption caused by Covid-19. However, all 3 successful bidders have robust procedures in place to ensure business continuity.
- 8 Not to award contracts will result in non-contract spend being incurred, as these contracts are required to meet current service needs.

### **Does this proposal support the council's 3 Key Pillars?**

☒ Inclusive Growth                      ☒ Health and Wellbeing                      ☒ Climate Emergency

- 9 Provision of high quality litter and recycling bins encourages recycling of products in support of the climate emergency. Correct disposal of litter improves the visual amenity of an area and helps it to prosper for all of those living in an area. Replacing some older bins in disrepair helps to encourage their use and improve the appearance of an area. In correct disposal of litter not only looks unattractive, but can attract vermin and therefore the provision of and correct use of litter bins can mitigate against this and help to improve the health and wellbeing of residents, especially if their green spaces and nearby streets are cleaner.

### **Options, timescales and measuring success**

- a) What other options were considered?

10 The use of an existing ESPO framework for litter bins was an option that we considered, but it would not have allowed the option use the bespoke specification that is in use for the Leeds bin and better value for money has been achieved by undertaking a procurement process.

**b) How will success be measured?**

11 The procurement will have been successful if the bins meet the specification, are delivered within the prescribed timescales at the specified price.

**c) What is the timetable for implementation?**

12 The new contract will come into effect on 2<sup>nd</sup> August 2021

## **Appendices**

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## **Background papers**