

## Approval to procure – Hazardous waste framework

Date: 4/10/2022

Report of: Business officer

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

## Brief summary

### Recommendations

- a) The Chief Officer for Environmental services is recommended to note the content of this report and approve the commencement of a competitive tender process which will subsequently lead to the award of a contract to deal with Hazardous waste collected in Leeds.
- b) The Chief Officer for Environmental services is also recommended to note the content of this report and approve the evaluation criteria and methodology that will be used to identify successful tenderers.

### What is this report about?

- 1 The report aims to provide the Chief Officer with sufficient information to endorse the proposed approach in procuring a Hazardous waste framework contract. The report also ensures compliance with CPRs by formally authorising the commencement of the procurement exercise and approval of the evaluation methodology.

The service is rationalising multiple contracts dealing with hazardous waste picked up from Household Waste Recycling Centres (HWRCs) and council buildings/land. The contract will be split in to the following lots;

- Lot 1 – Household chemicals
- Lot 2 – Mineral/engine oil
- Lot 3 – Hazardous Fly tipped materials
- Lot 4 – Provision of a DGSA (Dangerous Goods Safety Advisor)

Lots 1, 2 and 3 will be evaluated on a price/quality split 60/40 for price and under the following quality criteria;

- Capacity and resources
- Service delivery and contract approach
- Processing Method, material output and Environmental Considerations
- Environmental performance
- Business continuity
- Measurement and reporting
- Social Value

Lot 4 will be evaluated on the basis of 100% price.

This report ensures procurement compliance in respect of:

- CPR 3.1.6 Delegated Decision to undertake the procurement.
- CPR 3.1.8 Approval of methodology and evaluation criteria.

Upon conclusion of the tender exercise and subsequent evaluations a separate report will seek to formally award the contracts.

The current budgeted spend is as follows;

Lot 1 - £50,000 per year

Lot 2 - £5,000 per year

Lot 3 - £5,000 per year

Lot 4 - £1,500 per year

Total framework spend: £246,000

## What impact will this proposal have?

- 2 It will provide the council with the ability to deal with a number of Household waste streams and the provision of a DGSA is required when handling/transporting dangerous goods.

## How does this proposal impact the three pillars of the Best City Ambition?

Health and Wellbeing       Inclusive Growth       Zero Carbon

- 3 The extraction of the constituent raw materials of products are major contributors to carbon emissions and climate change. This contract helps to maintain Leeds City Councils ambition to reduce the emissions associated by the subsequent use of these materials as a raw material that can replace the need and reliance of virgin and finite materials. This use of recycled materials as a replacement to new products moves the production chain from a linear one of consumption and moving towards a more of a circular process where materials are recycled with the intention to be used again.
- 4 The emphasis in procurements of this kind and for these waste streams is to maximise adherence to the waste hierarchy and circular economy where Re-use and recycling is selected as the preferred method for dealing with this waste ahead of other waste disposal options.
- 5 Ensuring continuity in the recycling forms part of the Council's efforts to address the climate emergency situation which has been declared in Leeds, and contributes towards the Council's aspiration of becoming a carbon neutral city by 2030

## What consultation and engagement has taken place?

Wards affected:

Have ward members been consulted?       Yes       No

- 6 Consultation with the procurement and legal teams have taken place form the contract documents and terms and conditions.
- 7 Service users have been approached for consultation regarding the specification and contract documents and have also strived addressed any issues or problems in the current service.

## What are the resource implications?

- 8 By undertaking a formal tender process as described in this report an element of market competition has been introduced and this helps to drive down prices.
- 9 The evaluation calculation used for selecting service providers will be developed in conjunction with the Financial Officer supporting Waste Management Services with a view to ensuring that value for money is obtained.
- 10 The Value of the lots over the life of the contract are;
  - Lot 1 - £150,000
  - Lot 2 - £12,000
  - Lot 3 - £12,000
  - Lot 4 - £6,000

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

- 11 A risk register has been developed and will continue to be maintained in terms of the ongoing management of the contract once awarded, any high or escalating risks will be brought to the attention of the Chief Officer for Waste Management.
- 12 If the recommendation to tender as described within this report is not approved then the Council will risk being in a position where no formal contractual arrangements are in place for dealing with waste streams collected by the Council.
- 13 The existing formal arrangement have expired and the terms and conditions currently applicable would be at risk of change without notice. The Council would also be at risk of the quality of service being reduced and being without the protection and means of redress that a formalised arrangement provides.

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

- 14 Officers from the Procurement Legal Team will be consulted throughout this tendering exercise and as such all legislative requirements surrounding Public Procurements will be adhered to.
- 15 The decision and following decisions associated with this scheme will be open for inspection through the Delegated Decision Process.

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

##### **What other options were considered?**

- 16 External frameworks and ISPs were explored, however none meet the needs of the service.

##### **How will success be measured?**

- 17 Success will be measured as part of the contract management process. Through achievement of better prices, service and environmental impact considerations.

##### **What is the timetable and who will be responsible for implementation?**

- 18 Implementation will be ASAP, The waste contracts team will be responsible for the implementation and subsequent contract management.

#### **Appendices**

- ECDI

#### **Background papers**

- None