

**REPORT TO:** CABINET MEMBER – ENVIRONMENTAL  
CABINET

**DATE:** 12<sup>th</sup> January 2011  
27<sup>th</sup> January 2011

**SUBJECT:** **RECYCLING COLLECTION SERVICES**

**WARDS AFFECTED:** All Wards

**REPORT OF:** J G Black  
Operational Services Director

**CONTACT OFFICER:** Jim Black  
0151 288 6133

**EXEMPT/CONFIDENTIAL:** No

**PURPOSE/SUMMARY:**

To inform the Cabinet Member and Cabinet of the outcome of evaluating pre-qualification questionnaires (PQQ) and the revised schedule for invitation to tender (ITT), and to seek approval to extend the current interim recycling collection service arrangement to reflect the timescale for anticipated award and commencement of the new recycling collection service contract.

**REASON WHY DECISION REQUIRED:**

To ensure that appropriate contractual arrangements are in place for the provision of recycling collection services.

**RECOMMENDATION(S):**

That the Cabinet Member – Environmental;

- i) Notes the outcome of the PQQ stage of the accelerated restricted tendering process and the revised timetable for the remaining elements of this process.
- ii) Recommends that Cabinet agree to extend the current interim arrangement to reflect revised timetable for award and commencement of a new recycling collection contract.

That Cabinet agrees to a further extension of the current interim arrangement for the period(s) stated in this report.

**KEY DECISION:** No

**FORWARD PLAN:** N/A

**IMPLEMENTATION DATE:** Following the call-in period for this report

**ALTERNATIVE OPTIONS:**

To temporarily suspend provision of recycling collection services, when the current interim arrangement is due to end (31<sup>st</sup> March 2011), until a new contract has been awarded and actually commences.

**IMPLICATIONS:****Budget/Policy Framework:****Financial:**

One-off costs arising from either the procurement process or a continuation of the interim arrangement will be funded from the existing Recycling budget and/or reserve.

<b><u>CAPITAL EXPENDITURE</u></b>	<b>2009/ 2010 £</b>	<b>2010/ 2011 £</b>	<b>2011/ 2012 £</b>	<b>2012/ 2013 £</b>
Gross Increase in Capital Expenditure				
Funded by:				
Sefton Capital Resources				
Specific Capital Resources				
<b><u>REVENUE IMPLICATIONS</u></b>				
Gross Increase in Revenue Expenditure				
Funded by:				
Sefton funded Resources				
Funded from External Resources				
Does the External Funding have an expiry date? Y/N	When?			
How will the service be funded post expiry?				

**Legal:** None

**Risk Assessment:** N/A

**Asset Management:** N/A

**CONSULTATION UNDERTAKEN/VIEWS**

The Head of Corporate Legal Services has been consulted and has no comments on this report - LD00023/10

**CORPORATE OBJECTIVE MONITORING:**

<b><u>Corporate Objective</u></b>		<b><u>Positive Impact</u></b>	<b><u>Neutral Impact</u></b>	<b><u>Negative Impact</u></b>
1	Creating a Learning Community		✓	
2	Creating Safe Communities		✓	
3	Jobs and Prosperity	✓		
4	Improving Health and Well-Being		✓	
5	Environmental Sustainability	✓		
6	Creating Inclusive Communities		✓	
7	Improving the Quality of Council Services and Strengthening local Democracy		✓	
8	Children and Young People		✓	

**LIST OF BACKGROUND PAPERS RELIED UPON IN THE PREPARATION OF THIS REPORT**

None.

## Background

1. The current recycling collection service is being provided via an interim arrangement, approved by Cabinet, following the termination of the previous contract due to the contractor entering into administration on 11<sup>th</sup> February 2010. The Cabinet Member will recall that Cabinet agreed to extend this interim arrangement until 31<sup>st</sup> March 2011 to allow formal procurement of a new recycling collection service to take place.
2. The Cabinet Member – Environmental will recall that delegated authority was granted to the Operational Services Director, at the meeting on 17<sup>th</sup> November 2010, to invite contractors to tender for the provision of a recycling collection service contract following evaluation of pre-qualification questionnaires (PQQ) under an accelerated restricted procurement process.

## PQQ Evaluation

3. Twelve PQQ's were received and subsequently evaluated. Each PQQ was assessed, initially on a pass/fail basis for the following criteria; professional conduct, financial, equalities and health & safety. All of the PQQ's that passed these assessments were then scored across the remaining elements. If a fail was recorded at the pass/fail stage of any assessment the subsequent scoring stage was not completed.
4. Out of the 12 PQQ's submitted five failed at the pass/fail stage and all of the seven remaining were subsequently scored. The organisations that had submitted the five highest scoring PQQ's were then selected for invitation to tender (ITT).
5. The five organisations were invited to and have attended a 'bidders day' and now have sufficient information upon which to base their tenders, any further points of clarification will be addressed if raised.
6. The timetable for dealing with the remainder of the formal procurement process has been revised and is as follows;

<b>Milestone</b>	<b>Target Date</b>
Issue ITT documents	17 <sup>th</sup> December 2010
Closing date for tender return	28 <sup>th</sup> January 2011
Complete evaluation of tenders	4 <sup>th</sup> March 2011
Report to Cabinet Member - Environmental	23 <sup>rd</sup> March 2011
Report to Cabinet	14 <sup>th</sup> April 2011
Award Contract (provisional)	26 <sup>th</sup> April 2011
Contract Commencement (provisional)	1 <sup>st</sup> August 2011

The first of the above milestones was achieved.

7. The above timetable aims to provide a 3-month mobilisation period between official award of contract and the date from which the contracted services will actually commence. The final two dates are provisional and will apply if no challenge, following notification of the decision by Cabinet to award the contract, is received. If a challenge is received the date of commencement may slip by a month to the 1<sup>st</sup> September 2011.

### **Interim Arrangement**

8. Due to the revised timetable there is now a gap between the date when the current interim arrangement is due to end (31/3/2011) and the date from which new contracted recycling services are scheduled to commence (1/8/2011).
9. In order to ensure continuity of service provision it would be appropriate for the Cabinet Member – Environmental to recommend that Cabinet agree to extend the current interim arrangement until 31<sup>st</sup> July 2011, and if necessary, for further monthly extensions until new contracted recycling collection services commence.

### **Evaluation of Tenders**

10. It is anticipated that a further report will be presented to the Cabinet Member – Environmental on the 6<sup>th</sup> April 2011 to provide details regarding the evaluation of tenders and to seek a recommendation to award the contract.