



## Portfolio Holder Report

The portfolio holder will make a decision on this item after seven days have elapsed (including the date of publication).

Report of:	Portfolio Holder	Date of publication
Mark Billington, Service Director People and Places	Councillor Alan Vincent, Resources Portfolio Holder	25 November 2019

### Wheeled Bin Procurement – Box to Bins Exchange Programme

#### 1. Purpose of report

- 1.1 To seek Portfolio Holder agreement for an exemption to the Council's contract procedures for the supply and delivery of recycling bins direct to each household eligible for the recycling service.

#### 2. Outcome

- 2.1 A quality wheeled bin manufactured and delivered in time to ensure a smooth mobilisation of the changes to the recycling service in April 2020.

#### 3. Recommendations

- 3.1 To accept the bid and award the contract to Company A, as the preferred supplier and delivery company of plastic wheeled bins for the roll out of the box to bin exchange.
- 3.2 That approval is given to proceed under the exemption to Contract Procedures contained within the Financial Regulations and Financial Procedure Rules (Appendix F) on the grounds that an exemption may apply where "a framework agreement is available that necessitates the Council not having to go out for tender and the goods, works and services will still provide the Council with best value for money."

#### 4. Background

- 4.1 The purpose of this report is to seek the approval to award the contract for the purchase and delivery of 240 litre wheeled bins as part of the box to bin exchange programme. This change in recycling collection methodology was approved by Cabinet on 11 July 2018 after listening to

feedback from residents. Approval was also given to add the programme to the 2019/20 Capital Programme.

- 4.2 The contract will require the contractor to deliver a wheeled bin to each household eligible for the recycling service within agreed timescales.
- 4.3 A mini competition exercise has been conducted through a framework agreement managed by the Yorkshire Purchasing Organisation (YPO) and the submissions have been evaluated accordingly.

## 5. Key issues and proposals

- 5.1 The tender was issued to six potential bidders registered on the YPO framework on 14 October 2019 and the deadline for submissions was 4 November 2019.
- 5.2 In total the council received four completed tender submissions.
- 5.3 The council has undergone an evaluation of the returned submissions using the following evaluation breakdown:

<b>Award Criteria: Quality</b>	
Quality of bin/production	25%
Accountability and delivery	20%
Added value	2.5%
Health and safety	7.5%
<b>Total Score</b>	<b>55%</b>

<b>Award Criteria: Cost</b>	
Cost (Bin & Delivery)	45%
<b>Total Score</b>	<b>45%</b>

- 5.4 From the four returned completed submissions, a financial and quality evaluation has been carried out. The following table provides the outline scoring and ranking of the bidders:

Company	Price Score	Quality Score	Total	Rank
A	45	48.4	93.4	1
B	33.75	33	66.75	2
C	22.5	34	56.5	3
D	11.25	42	53.25	4

- 5.5 From the procurement exercise undertaken, Company A has emerged as the Preferred Bidder following the price and quality evaluation.
- 5.6 The cost of the tender submitted by Company A can be met from the capital scheme funds approved in July 2018 totalling £825,000, funded from the Capital Investment Reserve.

## 6. Delegated functions

- 6.1** The matters referred to in this report are considered under the following executive function delegated to the Resources Portfolio Holder (as set out in Part 3 Financial Procedures Rules of the council's constitution): "To consider departures from Rules relating to financial and contractual matters if appropriate."

<b>Financial and legal implications</b>	
Finance	A scheme was previously added to the capital programme for 2019/20 for £825,000, funded from the Capital Investment Reserve (see 11 July 2018 Cabinet)
Legal	<p>The award of the contract complies with the exemptions contained in the Council's contract procedures contained within the Financial Regulations and Financial Procedure Rules.</p> <p>The procurement process is through an OJEU compliant established framework agreement and a legal agreement will be entered into with the successful supplier.</p>

### **Other risks/implications: checklist**

If there are significant implications arising from this report on any issues marked with a ✓ below, the report author will have consulted with the appropriate specialist officers on those implications and addressed them in the body of the report. There are no significant implications arising directly from this report, for those issues marked with a x.

<b>risks/implications</b>	<b>✓ / x</b>
community safety	<b>x</b>
equality and diversity	<b>x</b>
sustainability	<b>✓</b>
health and safety	<b>✓</b>

<b>risks/implications</b>	<b>✓ / x</b>
asset management	<b>x</b>
climate change	<b>x</b>
ICT	<b>x</b>
data protection	<b>x</b>

### **Processing Personal Data**

In addition to considering data protection along with the other risks/ implications, the report author will need to decide if a 'privacy impact assessment (PIA)' is also required. If the decision(s) recommended in this report will result in the collection and processing of personal data for the first time (i.e. purchase of a new system, a new working arrangement with a third party) a PIA will need to have been completed and signed off by Data Protection Officer before the decision is taken in compliance with the Data Protection Act 2018.

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<b>List of background papers:</b>		
name of document	date	where available for inspection

**List of appendices**

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