

Model Waste and Recycling Collection Contract Section A: Information for Tenderers

© State of NSW, Environment Protection Authority.

The Environment Protection Authority (EPA) and the State of NSW are pleased to allow this material to be reproduced, for educational or non-commercial use, in whole or in part, provided the meaning is unchanged and its source, publisher and authorship are acknowledged. Specific permission is required for the reproduction of images.

Disclaimer:

The EPA has compiled this document in good faith, exercising all due care and attention. The EPA does not accept responsibility for any inaccurate or incomplete information supplied by third parties. No representation is made about the accuracy, completeness or suitability of the information in this publication for any particular purpose. The EPA shall not be liable for any damage which may occur to any person or organisation taking action or not on the basis of this publication. Readers should seek appropriate advice about the suitability of the information to their needs.

Published by:

NSW Environment Protection Authority (EPA)
59–61 Goulburn Street, Sydney
PO Box A290
Sydney South NSW 1232

Report pollution and environmental incidents

Environment Line: 131 555 (NSW only) or info@environment.nsw.gov.au

See also www.epa.nsw.gov.au/pollution

Phone: +61 2 9995 5000 (switchboard)

Phone: 131 555 (NSW only – environment information and publication requests)

Fax: +61 2 9995 5999

TTY users: phone 133 677, then ask for 131 555

Speak and listen users: phone 1300 555 727, then ask for 131 555

Email: info@environment.nsw.gov.au

Website: www.epa.nsw.gov.au

ISBN 978-1-76039-112-6

EPA 2015/0591

October 2015

[Click here and type Council name and/or logo]

Section A Information for Tenderers

Contract number:

[Click here and type Contract number]

Contract for:

[Click here and type title]

Enquiries on the contents of this document should be directed to:

[Click here and type name]

Telephone:

Facsimile:

Email:

"[Click here and type council or company]"

[Click here and type telephone number]

[Click here and type facsimile number]

[Click here and type email address]

Table of Contents

1. STRUCTURE OF THE TENDER DOCUMENTS	1
1.1 Section A – Information for Tenderers	1
1.2 Section B – Conditions of Tendering	1
1.3 Section C – Conditions of Contract.....	1
1.4 Section D – Specification.....	1
1.5 Section E – Tender Advertisement	1
1.6 Section F – Tender Return Schedules.....	1
1.7 Section G – Attachment Council Supporting Information	1
1.8 Section H – Formal Instrument of Contract.....	1
2. GENERAL.....	1
2.1 Background.....	1
2.2 Area to be Serviced.....	2
3. SCOPE OF THE CONTRACT	2
3.1 Services to be Provided.....	2
3.2 Service Arrangements.....	2
3.3 Service Standards.....	2
3.4 Contractor’s Performance Measures	3
3.5 Term of the Contract	3
3.6 Transition to the New Contract	3
4. CONTRACT AIMS AND OBJECTIVES.....	3
5. INVITATION TO TENDER.....	4
6. NSW MODEL WASTE AND RECYCLING COLLECTION DOCUMENTATION.....	4

1. Structure of the Tender Documents

Tender documents have been structured to allow easy reference. Any questions should be directed to the relevant person noted on the front of this document.

The documentation is made up of the following **EIGHT (8)** parts:

1.1 Section A – Information for Tenderers

This Section gives the background to and an overview of the requirements of the Contract and the type of response sought from Tenderers.

1.2 Section B – Conditions of Tendering

This Section specifies the tendering process and conditions of tendering and describes the selection criteria that will be applied in the evaluation of tenders received.

1.3 Section C – Conditions of Contract

This Section comprises the Conditions of Contract.

1.4 Section D – Specification

This Section is the specification for the services to be delivered.

1.5 Section E – Tender Advertisement

This is a copy of the Tender Advertisement as published.

1.6 Section F – Tender Return Schedules

This Section comprises the Tender Return Schedules on which tender responses must be submitted.

1.7 Section G – Attachment Council Supporting Information

This section provides a list of information council should attach to their tender documents.

1.8 Section H – Formal Instrument of Contract

This is the draft Formal Instrument of Contract

2. General

This Section A provides Tenderers with a brief description of the services required and a background to the Tender process. If there is any conflict between it and the detailed Specifications in the later Sections of these documents, the requirements in the later Sections shall have precedence.

2.1 Background

Include a brief description of, for example:

- current collection services, types, frequencies, mobile bin sizes
- rural services (if relevant)
- expiry dates of existing Contracts
- number of single and multi-occupancy premises
- population

- expected growth and premises types (including details about proposed significant developments and land releases)
- size of local government area
- processing or other contracts/arrangements in place, including regional arrangements
- any particular local issues

A sample is set out below:

The local government area of [Click here and type Council name] has a population of approximately [Click here and type population size], over [Click here and type total number of households] households. There are about [Click here and type number of single dwellings] single dwellings and [Click here and type number of multi-occupancy dwellings] multi-occupancy dwellings.

Population growth for [Click here and type year(s)] is estimated to be in the order of about [Click here and type estimated growth percentage]% per annum.

The local government area has an area of [Click here and type area covered] square kilometres.

Currently, the following collection services are provided:

- Garbage – [Click here and type brief details of Garbage Collection Service]
- Recyclables – [Click here and type brief details of Recyclables Collection Service].
- Organics – [Click here and type brief details of Organics Collection Service].

In [Click here and type previous year] the following tonnes were collected:

- Garbage – [Click here and type Garbage tonnes] tonnes
- Recyclables – [Click here and type Recyclables tonnes] tonnes
- Organics – [Click here and type Organics tonnes] tonnes.

The Council has resolved to seek tenders for the collection of [Garbage](#), [Recyclables](#) and [Organics](#).

2.2 Area to be Serviced

The area to be serviced is the local government area of [Click here and type Council name].

3. Scope of the Contract

3.1 Services to be Provided

This is a contract for the collection of [Garbage](#), [Recyclables](#) and [Organics](#). However, Council reserves the right to award separate contracts to Tenderers for the collection of any one or some of the waste types. The Tender Return Schedules allow the Tenderer to demonstrate the benefits of awarding more than one or all Services to one Tenderer.

3.2 Service Arrangements

The successful Tenderers' responsibilities will include:

Insert brief description of the successful Tenderers responsibilities.

3.3 Service Standards

Service standards are as set out in Section D – The Specification.

3.4 Contractor's Performance Measures

The Contract sets out the Aims and Objectives of this Contract.

Measures that will be adopted to assess the Contractor's performance under the Contract are set out in the Specification including details of any financial consequences of not meeting performance standards.

3.5 Term of the Contract

The term of the proposed collection contract shall be

[Click here and type number of years in words] ([Click here and type number in numerals]) years from the date of its commencement.

Council at its own discretion may extend the Contract for further

[Click here and type number of years in words] ([Click here and type number in numerals]) in one (1) year increments.

3.6 Transition to the New Contract

The following dates are expected for transitions to occur from existing arrangements:

- (a) start of collection services [Click here and type date]
- (b) insert other key dates as required or delete.

4. Contract Aims and Objectives

The Aims and Objectives of the Contract are:

- (a) to achieve and maintain a high standard of performance in the provision of the Services by the Contractor using best practice methods and systems
- (b) to maintain Services within the performance benchmarks for Missed services, Early Starts and Other Customer Complaints
- (c) to regularly assess the performance of the Contractor and to gain continual improvement to work practices and resource recovery
- (d) to promote the health, safety and welfare of all persons engaged in or affected by the Services
- (e) to minimise noise impacts and to ensure all split materials are clean up during collection
- (f) to purchase environmentally preferred goods whenever possible
- (g) to facilitate a sustained effort to increase the type, quality and amount of resources recovered from the waste stream
- (h) to preserve the resource integrity and value of recoverable and reusable materials delivered to the Processing Facility
- (i) to provide high standard, integrated waste and resource recovery services, based on 'best practice' principles, which are complementary to national, state and regional waste strategies as well as Council's own waste management strategy and policies
- (j) to fulfil the Council's obligations under legislation relating to provision of waste and resource recovery services
- (k) to fulfil the Council's obligations under the Council's charter in the *Local Government Act 1993* including to 'properly manage, develop, protect, restore,

enhance and conserve the environment of the area for which it is responsible in a manner which is consistent with and promotes the principles of ecologically sustainable development” and “have regard to the long term and cumulative effect of its decisions’

- (l) to provide cost-effective Services that users perceive as offering value for money
- (m) to deliver a service that provides a high level of customer satisfaction
- (n) to meet and adhere to the approved Quality Plan.

5. Invitation to Tender

Suitably qualified persons or corporations are invited to tender to provide the Services to the Council upon the conditions set forth in the draft Contract.

This Tender is conducted in accordance with the tendering requirements under the *Local Government Act 1993*.

6. NSW Model Waste and Recycling Collection Documentation

The eight (8) parts of these Tender Documents, as specified in Clause 1, are based on the Model Waste and Recycling Collection Documentation released by the NSW Environment Protection Authority, published August 2015.

To assist Tenderers, a brief outline of how the Tender Documents have been customised is provided, which indicates the extent and nature of alterations. This information has been provided for information only and does not cover all of the changes made to the model documents. Tenderers must review the Tender Documents and not rely on their knowledge of the model documents that may be released from time to time by NSW Environment Protection Authority.

Insert list of Sections and Clauses amended in accordance with above.