



Advanced Procurement
for Universities & Colleges

Framework Agreement for: Waste Management Reference: BA-EFM009

***Update to the Waste TSN
Monday 12 December 2011
University of Dundee***

Operation of Framework Agreement

- **Open to all Universities and Colleges:** The Framework will be open to all HEIs and Colleges in Scotland.
- **5 Waste Stream Schedules across 11 geographical lots.**
 - Schedule A - Non Hazardous Waste, Recyclates and Recoverables
 - Schedule B – Waste Electrical and Electronic Equipment and Associated Materials
 - Schedule C – Chemical Waste
 - Schedule D – Clinical and Biological Waste (including Medical waste)
 - Schedule E – Radioactive Waste & Materials
- **Appointed and pre-qualified Service Providers**
 - Up to Six Service Providers per Waste Stream Schedule for each geographical lot
 - Mixture of National and Local Service Providers
- **Call off (selection of Service provider) by mini-competition:**
 - Further Tender exercise / Quick Quote (depending on complexity of requirement)
 - Ability to focus on delivery of services and main requirements
- **Pre-agreed Ts&Cs:** Any additional requirement to be covered in Statement of Requirement issued at time of mini-competition
- **Pre-agreed performance levels and response timescales :** Set Minimum Standards that can be altered at the time of mini-competition if desired

Geographical Lotting

Region	Region Ref No.	Map Ref	Institution	Region	Region Ref No.	Map Ref	Institution		
Highlands & Morayshire	1	FE37	Inverness College	Greater Glasgow	8	FE 9	Cardonald College		
		FE 38	Moray College			FE 23	Clydebank College		
		FE 41	North Highland College			FE 13	Coatbridge College		
		HE21	UHI Millennium Institute			FE 25	Cumbernauld College		
Islands	2	FE 40	Lews Castle College			FE 27	James Watt College	FE 10	John Wheatley College
		FE 35	Sabhal Mor Ostaig			FE 6	Motherwell College		
Aberdeen & Grampian Highlands	3	HE 19	Robert Gordon University			FE 19	North Glasgow College	FE 12	Reid Kerr College
		HE 20	University of Aberdeen			FE 7	South Lanarkshire College		
		FE 36	Aberdeen College	FE 15	City of Glasgow College formerly Central College				
Perth, Angus, Dundee	4	HE 17	University of Dundee	HE5	Glasgow Caledonian University	FE 11	City of Glasgow College formerly Glasgow College of Nautical Studies		
		FE 34	Angus College	FE 14	City of Glasgow College formerly Glasgow Metropolitan College				
		FE 33	Dundee College	HE 6	Glasgow School of Art				
		FE 32	Perth College	FE 20	Anniesland College				
		FE 30	Adam Smith College	FE 8	Langside College				
Fife	5	FE 29	Carnegie College	HE 7	RSAMD	FE 17	Stow College		
		FE 31	Elmwood College	HE 8	University of Glasgow				
		HE 16	University of St Andrews	HE 4	University of Strathclyde				
		HE 11	Edinburgh College of Art	FE 3	Ayr College				
Edinburgh & Lothians	6	HE 10	Edinburgh Napier University	West of Scotland	10	FE 5	Kilmarnock College		
		FE 26	Edinburghs Telford College			HE 1	University of West of Scotland		
		HE 9	Heriot Watt University			HE 3	University of West of Scotland		
		FE 18	Jewel and Esk College	South Scotland	11	FE 2	Barony College		
		FE 16	Newbattle Abbey College			FE 4	Borders College		
		HE 14	Queen Margaret University			FE 1	Dumfries & Galloway College		
		HE 20	Scottish Agricultural College			FE 1	University of Glasgow - Crighton Campus		
		FE 22	Stevenson College			FE 1	University of West of Scotland - Crighton Campus		
		HE 12	University of Edinburgh			FE 42	Orkney College		
		FE 24	Oatridge College			FE 43	Shetland College		
FE 21	West Lothian College								
Stirlingshire	7	FE 28	Forth Valley College	Out of Scope	N/A				
		HE 15	University of Stirling						

Service Aspects included under Framework Agreement

- **Aim of Agreement**

- Provide efficient and compliant quality service for all waste streams and associated materials and substance
- Reduce or restrict costs associated with Waste Management Services
- Reduction of disposal to Landfill
- Promotion of waste reduction and recycling initiatives and stakeholder education

- **Service Delivery**

- Set Standard Working Hours with the ability to provide services out of normal working hours, on Saturday, Sunday and Public Holidays
- Maximum call-out response times for different waste streams
- Duty of Care requirements – compliance with relevant standards and regulations, Provision of all relevant transfer and consignment notes for different waste elements, behaviour on site, etc.
- Adherence to and promotion of practices to comply with and meet targets from **Climate Change (Scotland) Act 2009 and Scotland's zero waste plan.**

- **Account Management**

- Updates on legislation changes, best practice and market innovation
- Pro-active approach to managing the contract. Service improvements, complaint resolution, etc.

- **Reporting & MI**

- Full range of Management Information reports - Breakdown of waste and materials per collection to assist with waste management processes and identify improvement areas
- Ability to Comply with EA, SEPA and Zero Waste Scotland requirements

- **Staffing & Training**

- Resources and Training including promotion of Staff and student education and training and development to ensure all changes in legislation and best practice are adhered to.

Added Value Services

The appointed Service Providers can offer a range of Added Value Services as part of any contract formed against the Framework Agreement. These include*:

- **Waste Audits (including waste route optimisation)**
- **Measurement of Waste**
- **Substance & material identification / classification**
- **On-site shredding and Hard Disk destruction**
- **Containerisation / Skip Hire**
- **Provision of training and promotion of best practices, including publicity materials and e-learning programmes**
- **Online Reporting and/ or request system**
- **Supply of compaction or baling equipment**
- **Composting services**
- **Recyclable containers & re-usable sharps bins**
- **Tree planting to balance carbon footprint**

* Availability of services varies by service provider and waste stream schedule

Service Provider Selection Process

Service Providers should be selected via a further tender exercise undertaken against the Framework Agreement.

Points to Note:

- Each Service Provider appointed to service the Waste Stream Schedule within the relevant Geographical lot **MUST** be invited to participate. No additional tenders can be included in the process.
- Where requirements for more than one Waste Stream Schedule are being sought (e.g. Schedule A - Non Hazardous Waste, Recyclates and Recoverables - & Schedule B – WEEE and Associated Materials) then these must be tendered as separate lots within each
- Selection Criteria should not be re-introduced as these have already been evaluated and found acceptable

Selection Criteria already measured	Business probity
Insurances	Criminal Convictions (corporate, Directors & Officers)
Financial Standing (Accounts)	Race Relations & Equal opportunities
References	Health & Safety

- Questions already asked within the Framework tender document can only be repeated when set at a different level

Question set at Framework Level	Question set at Mini-competition level
Please provide details of the range of methodology to be offered under the Framework agreement for collection, treatment and disposal of materials or substances	Please provide details of the proposed service methodology to be applied in the collection, treatment and disposal at each site to be serviced under the contract
Please provide details of your company's provision of out of hours service	Please confirm your ability to provide services between the hours of x.xx hours to y.yy hours for the following sites: Campus building A, Residence B.
Please provide full details of any services to be sub-contracted along with methodology of sub-contractor management	Please provide full details of any sub-contractor to be used in the delivery of the services under the contract, stating clearly the service elements they will be providing and how this provision will be managed by you as the main contractor

- The pre published evaluation criteria must be used. The weighting applied to each criteria can be set required but must be published within the mini-competition documents and cannot then be altered

Mini-competition Criteria

Award Criteria:
award criteria is based on MEAT – Most Economically Advantageous Tender

Price Quality Ratio: *Price / Quality*
Weighting Criteria: Variable

- **Price**

Service costs and additional charges

- **Quality**

- Service
- Account Management
- Resources
 - (including site visits to supplier's and third party's facilities if requested)
- Sustainability

Variable%

Variable%

Variable%

Variable%

Variable%

Variable%

Verification of licences and Registrations

Contracting institutions are recommended to assess service providers licences and registration documents at each time of mini-competition. Any organisation producing waste must manage its reuse / recycling and disposal in accordance with the principles outlined within section 34 of the Environmental Protection Act.

5 Simple Steps

- Ask for copies of the contracted company's carriers license, waste management license or exemption certificates. Please note that some license information may be retained within the Pollution Prevention and Control Permit, it may be necessary to request the relevant parts of this documentation also.
- Check the license is signed and has a valid date and is in the name of the company managing your activities. If the name of the company differs they may have asked for a transfer of details with the regulator – evidence of this should be sought.
- Check the license is valid for the waste management activity you are using them for, for example certain clinical waste should be incinerated.
- Be aware that the site to which your waste is initially transferred may not be its final destination as it is common for waste that requires specialist treatment to be bulked then transferred to the treatment/disposal facility (e.g. incinerator). Facilities where waste is stored must also be licensed or be covered by a Permit.
- Take a note of the license number and cross check this with the SEPA database. Please be aware that these databases are not always accurate and it may be necessary to check directly with the registry department within the regulator. Companies who have their head offices within England and Wales will be registered with the Environment Agency. Use the following links to check the regulator databases:

http://www.sepa.org.uk/waste/waste_regulation/waste_carriers_and_brokers/who_is_registered.aspx

or <http://www2.environment-agency.gov.uk/epr/search.asp?type=register>

Contacts for Waste Management Services Framework Agreement

Name	Job Title	Institution	Contact Tel	E-mail
Andy Anderson	Senior Procurement Manager	North East Based Universities	0131 442 8932	aanderson@apuc-scot.ac.uk
Amy Gray UIG	Waste & Environmental Manager	University of Aberdeen	01224 272053	amy.gray@abdn.ac.uk
Ann Galbraith	University Environmental Advisor	University of Glasgow	0141 330 5854	Ann.Galbraith@glasgow.ac.uk
Bob Grey UIG	Health Safety & Environment Manager	Adam Smith College	01592 223859	bobgrey@adamsmith.ac.uk
Claire Roxburgh UIG	Energy & Environmental Manager	University of West of Scotland	0141 848 3993	claire.roxburgh@uws.ac.uk
Colin Girdwood UIG	Quantity Surveyor	University of Dundee	01382 388268	c.s.girdwood@dundee.ac.uk
David Jack UIG	Environmental Manager	Heriot-Watt University	0131 451 4086	D.A.Jack@hw.ac.uk
Fleur Ruckley UIG	Waste & Environmental Manager	University of Edinburgh	0131 651 4287	Fleur.Rothwell@ed.ac.uk
Leon Mouat ^ UIG	Procurement Advisor	The Robert Gordon University	01224 262609	l.mouat@rgu.ac.uk
Andrew Foulner ^	Procurement Manager	East Based Colleges	0131 442 8940	Afoulner@apuc-scot.ac.uk
Angela Van Gelder ^	Procurement Manager	West Based Colleges	0131 442 8968	avangelder@apuc-scot.ac.uk
Mary Matheson^	Procurement Manager	Northern Based Colleges	0131 442 894062	mmatheson@apuc-scot.ac.uk
Yvonne Dalgarno ^	Procurement Manager	Glasgow and Paisley Based Colleges	0131 442 8944	ydalgarno@apuc-scot.ac.uk
Simon McLean ^	Procurement Manager	Edinburgh Napier University, SAC & City of Glasgow College	0131 442 8952	smcLean@apuc-scot.ac.uk

* APUC Contract Manager

^ APUC Account Manager

UIG = UIG Member