

Annual Procurement Plan 2018/19

SUMMARY

This report provides details of the Authority's Annual Procurement Plan for the year 2018/19 and provides a list of the contracts that will require action in year. The report also updates the Authority's Contract Register for publication on the Authority's website and/or other suitable media to discharge the Authority's transparency requirements.

RECOMMENDATION(S)

The Authority is asked to:-

- 1) *Approve this Annual Procurement Plan for 2018/19; and*
- 2) *Note the published Contracts Register for 2018/19 on the Authority's website.*

1. Background –The Authority has the statutory responsibility to arrange for the disposal of the controlled waste collected in its area by the waste collection authorities (the six constituent boroughs – the boroughs). The Authority and boroughs manage approximately 650,000 tonnes of waste per annum. Including waste streams for; re-use, recycling, composting, waste treatment and disposal. A significant proportion of the tonnage of the residual waste fraction is contractually committed under two long term waste treatment contracts:

- The West London Residual Waste Services Contract with West London Energy Recovery Ltd; &
- The Waste Processing Contract (Lakeside) contract with Viridor Waste Management Ltd.

The remaining waste is managed via short term contracts and arrangements which are subject to suitable procurements and market testing on a regular basis to ensure value for money and/or best environmental options are being delivered.

The procurement and provision of high quality waste management contracts are key to the delivery of a number of policies within the Joint Waste Management Strategy, particularly Policy 7 to provide good value services and Policy 8 to share equitably the costs and rewards of achieving the aims of the Joint Waste Management Strategy.

The Authority's Business Plan sets an objective to build successful partnerships with constituent boroughs and contractors to:

- Support Boroughs to achieve a minimum 50% recycling and composting target by 2020;
- Harmonise the services offered at the Household Re-use and Recycling Centres (HRRC) and transfer station network;

- Ensure appropriate infrastructure is available for the Authority's and constituent borough's waste to be managed in accordance with the waste hierarchy; and
- Deliver shared procurements for recycling on behalf of the boroughs.

Successful procurement of suitable services and arrangements will have a critical role in delivering the above aims.

2. Authority Contract Register - The Contract Register for 2018/19 has been published on the Authority's website in order to comply with the Local Government Transparency Code 2014 requirements. [Click here](#) for a link to the website page hosting the Contracts Register.

3. The Contract Register details the Authority's current contracts for not only waste management operations but other goods and services where their expected value exceeds the threshold (£25,000) for publication. Included are the details of expiry dates, review dates, approximate annual value and comments relating to the ongoing management of these services. As well as providing statutory information, the publication of the Contracts Register will permit potential contracting partners' to identify upcoming future tendering opportunities.

4. Authority Contracts and Procurement Rules – The Authority's current Contracts and Procurement Rules were updated in 2016 to reflect The Public Contract Regulations 2015. The Contracts and Procurement Rules were approved at the Authority meeting on the 1st July 2016. The Contracts and Procurement Rules provide the structure within which works, goods and services are to be procured and the financial limits that apply to the various tendering routes. As well as the guidance upon the seeking of tenders the Contracts and Procurement Rules also advise on the use of other suitable alternatives including constituent borough contracts and framework agreements. Officers as part of their ongoing programme of updating the Authority's policies are going to review and update the Contracts and Procurement Rules during the next year 2018/19.

5. Procurement Plan - The Procurement Plan outlined in Table 1 lists the anticipated procurements in this financial year. If new or different services are required Officers will report back to Members accordingly.

Table 1 - Procurement Plan

Service/Item to be procured	Anticipated quarter of year	Description of Service, etc.
Waste services		
Extraction of recycling from residual waste streams including HRRC and bulky waste	1 st quarter 2018	Multiple lots or multiple contracts to extract recycling
Out of Hours reception service	1 st quarter 2018	Reception and treatment of waste after 5pm
Rubble, hardcore and soil	2 nd quarter 2018	Recycling of hard-core, rubble etc
HRRC recycling (metal, card, paper etc)	2 nd quarter 2018	Multiple lots or multiple contracts to extract recycling
Gypsum disposal service	2 nd quarter 2018	Treatment of gypsum,
Mattress Treatment Service	3 rd quarter 2018	Recycling of mattresses

Service/Item to be procured	Anticipated quarter of year	Description of Service, etc.
Other services	As required	For bulking of materials/collection of waste/reception of waste or treatment of new waste streams .
Support Services		
Planning consultancy advice	1st quarter 2018	Professional Services to assist with MRF project development
Property Advice	1 st quarter 2018	Identification of suitable sites for MRF project development
Plant hire and servicing	1 st quarter 2018	Replacement mobile plant for Twyford waste transfer station
Construction works for Twyford	1 st quarter 2018	Refurbishment work at Twyford waste transfer station
Construction works for the bulking Facility at Victoria Road	2 nd quarter 2018	New bulking facility of food, garden and DMR for boroughs use
Relocation of head office and supporting services	2 nd half 2018	New head office and supporting services such IT.
Security services	1 st quarter 2018	Security services for Twyford
Head office support services	TBC	SLAs with boroughs need retendering e.g. treasury and legal services

6. Borough consultation – As part of the Authority’s commitment to collaboration and transparency, borough officers will be offered an opportunity to comment upon or take part in any major procurements that impact upon their services. Additionally, through the Borough Partnership Meetings the constituent boroughs will be kept informed of any future procurement or similar proposals.

7. Procurement Advice and Support – The Authority continues to have external legal advisors in place to provide on-going support for the West London Residual Waste Services contract. These advisors can be used, if necessary, to support other procurements. In addition, advice and support for smaller projects is now provided by Harrow Council’s Commercial, Contracts and Procurement Team.

8. Financial Implications – Financial provision has been included within the approved 2018/2019 budget for the provision of the services, including any proposed procurements as set out in this report.

9. Risk Management – The proposals detailed in this procurement plan will be aligned with the requirements of the Authority’s T&C Regulations. It is not considered that specific risk registers will be required for any of the arrangements likely to be subject to the procurements in 2018/2019. Officers will manage any risks that may be identified as they arise.

10. Health and Safety Implications – Health and Safety considerations form part of the tender evaluation process including potential partners’ record on health and safety and proposed future management arrangements. Where appropriate advice will be sought from the Authority’s Health and Safety advisors from the London Borough of Hounslow.

11. Legal Implications – As a local authority the Authority is required to act in accordance with the Public Contracts Regulations 2015. Many of the arrangements will involve the Authority entering in to a formal contract.

12. Impact on Joint Municipal Waste Management Strategy – The provision of good quality waste management treatment and other support services is vital to the delivery of number of the policies and the Joint Waste Management Strategy. Particularly policy number 7 which states that the Authority and constituent boroughs will seek to find waste management services that offer good value, that provide customer satisfaction and that meet and exceed legislative requirements.

Background Papers	None
Contact Officers	Ken Lawson, Contracts Manager kenlawson@westlondonwaste.gov.uk 020 8825 9488 Emma Beal, Managing Director emmabeal@westlondonwaste.gov.uk 020 8825 9488