

**Annual Procurement Plan 2019/20**

**SUMMARY**

This report provides details of the Authority's Annual Procurement Plan for the year 2019/20 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 2019/20; and*
- 2) *Note the published Contracts Register for 2019/20 on the Authority's website.*

**1. Background** –The Authority has the statutory responsibility to arrange for the disposal of controlled waste collected in its area by the waste collection authorities (the six constituent 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 waste, both the residual waste and food waste fraction is contractually committed under three long term contracts:

- The Residual Waste Services Contract with West London Energy Recovery Ltd operated by Suez,
- The Waste Processing (Lakeside) contract with Viridor Waste Management Ltd; and
- The food waste treatment contract with Bio Collectors Ltd.

The remaining waste materials are managed via short-term contracts and arrangements, which are subject to procurement and market testing on a regular basis to ensure value for money and/or best environmental options are being delivered within the existing waste market.

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;
- 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. Dynamic Purchasing System (DPS)** – The DPS enables officers to procure short term, low value waste and recycling offtake solutions efficiently and appropriate to prevailing market conditions. In the medium term the DPS will also support the boroughs by providing a procurement vehicle that offers greater flexibility, more efficiency and access to a wide range of pre-approved and specialist suppliers. The initial DPS pre-qualification stage closed on 13<sup>th</sup> February. Thirteen suppliers applied by the deadline and ten of these companies have been pre-approved for the offtake of materials and services. Suppliers can reapply at any future stage. Officers are working closely with potential suppliers to raise awareness of the opportunity. The DPS will be used to tender mini competitions and specifications are currently being drawn up for the treatment and recycling of mattresses, recycling of metals and paper/card from HRRC sites.

**3. Authority Contract Register** - The Contract Register for 2019/20 is published on the Authority's website in compliance with the Local Government Transparency Code 2014 requirements. [Click here](#) for a link to the website page hosting the Contracts Register. The Contract Register details the Authority's current contracts where their expected value exceeds the £25,000 threshold 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 allows potential contracting partners' to identify future tendering opportunities.

**4. Authority Contracts and Procurement Rules** – The West London Waste Contracts and Procurement Rules were updated in 2016 to reflect The Public Contract Regulations 2015 and 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 procured and the financial limits that apply to the various tendering routes. Officers will review and update the Contracts and Procurement Rules during this year, 2019/20.

**5. MRF** – The MRF project is intended to increase recycling sorting capacity for dry recycling off-take. This fifteen-year strategic partnership will generate best value processing rates through joint procurement and economies of scale. Contract documentation is currently in development; the ITT and payment mechanism is under internal review, the specification has been completed and agreed with the GLA. The project timetable is:

OJEU publication Apr 2019

Tender submission July 2019

Contract award Sept 2019

Contract commencement Apr 2020

**6. 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**

<b>Service/Item to be procured</b>	<b>Procurement start</b>	<b>Description of Service, etc.</b>
<b>Waste services</b>		
Mattress collection & treatment	Q1 2019/20	Diversion from landfill Increased recycling
Joint MRF project	Q1 2019/20	Dry mixed recycling across the boroughs 15 year contract to increase recycling sorting capacity Strategic partnership
Rubble, hardcore and soil	Q1 2019/20	Recycling of hard-core & rubble
Disposal of paper/card	Q1 2019/20	Recycling of paper & cardboard
Gypsum disposal service	Q1 2019/20	Treatment of gypsum
Sale of non-ferrous & ferrous metals	Q1 2019/20	Sale of metals from HRRCs
Treatment of green organic/garden waste streams	Q2 2019/20	Treatment of garden waste. Decision to re-procure or extend - TBC
Treatment of mixed and green organic waste streams	Q2 2019/20	Treatment of mixed and garden. Decision to re-procure or extend - TBC
Transport and associated service	Q2 2019/20 2	Transport of waste and similar material by bulk haulage vehicles. Decision to re-procure or extend - TBC
Transport and associated service	Q2 2019/20	Transport of waste and similar material by Rolonoff vehicles. Decision to re-procure or extend - TBC

**7. Borough consultation** – As part of West London Waste’s commitment to collaboration and transparency, borough officers will be offered the opportunity to comment upon or take part in procurements that impact their services. Additionally, through the Borough Partnership Meetings and Environment Directors Board the constituent boroughs will be informed of procurements or similar proposals.

**8. 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. Advice and support for procurement projects is provided by Harrow Council’s Commercial, Contracts and Procurement Team – the current arrangement is due to expire on 31<sup>st</sup> March 19. West London Waste has requested a contract extension with Harrow to continue this good working relationship.

**9. Financial Implications** – Financial provision has been included within the approved 2019/2020 budget for the provision of the services, including any proposed procurements as set out in this report.

**10. Risk Management** – Specific risk registers are not required for any of the procurements in 2019/2020. Officers will manage any risks be identified as they arise.

**11. Health and Safety Implications** – Health and Safety considerations form part of the tender evaluation process.

**12. Legal Implications** – West London Waste 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.

**13. Impact on Joint Municipal Waste Management Strategy** – detailed in the report.

Background Papers	None
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