

**Annual Procurement Plan 2021/22**

**SUMMARY**

This report provides details of the Authority's Annual Procurement Strategy for the year 2021/22.

**RECOMMENDATION(S)**

The Authority is asked to:-

- 1) Approve the Annual Procurement Plan for 2021/22;

**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 tonnage of both the residual waste and food waste fraction is contractually committed under three long term waste treatment 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 organic waste stream contract with Bio Collectors Ltd.

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

The procurement and provision of high quality waste management contracts is key to the delivery of key strategic objectives in the joint strategy (JMWMS); effective and efficient operations focused on where we want to be in the future and joined up and consistent approaches using high-quality data. Successful procurement of suitable services and arrangements will have a critical role in delivering the above strategic objectives.

**2. Dynamic Purchasing System (DPS)** – In total 22 suppliers are pre-approved onto the DPS for the offtake of materials and services. If suppliers are unsuccessful in their application onto the DPS they can reapply at any future stage. The Contracts and Procurement Manager is working closely with potential suppliers to raise awareness of the procurement opportunities that exist within the WLWA DPS to increase and diversify the range of suppliers on the DPS.

The DPS will also support the boroughs by providing them with a procurement vehicle that offers greater flexibility, more efficiency and access to a wide range of pre-approved and specialist suppliers.

The DPS has been successfully used to carry out the Ealing MRF procurement and will potentially be used to tender the treatment of mattresses, treatment of green waste and for mini competitions for the treatment/recycling of a range of materials from HRRC sites.

**3. Authority Contract Register** – The Contract Register for 2021/22 has been 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.

**4.** 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 £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 will permit potential contracting partners’ to identify upcoming future tendering opportunities.

**5. Authority Contracts and Procurement Rules** – The updated Contracts and Procurement Rules were approved at the December 2020 Authority meeting. These rules are now operational and all staff are procuring in line with these rules. WLWA staff have also been updated and trained on the changes to the Procurement rules. The Procurement Review Board is established and meets monthly to discuss the business cases for new procurements. WLWA will ensure the rules are updated in accordance with procurement process changes resulting from the UK’s exit from the European Union.

**6. Procurement Plan** – The table below presents the projected procurements coming up in the 2021/22 financial year. The business cases for procurements are analysed on the basis of its benefit to WLWA strategic objectives, outcome of market research and difficulty to procure.

If additional services are required as a result of market/policy changes throughout the year – a business case for each procurement over £50,000 will be discussed by the Procurement Review Board, and the Contract Manager will report back to Chief Officers / Members accordingly.

**Table 1 - Approximate contract values on a per-year basis**

Strategic Procurement (2021/22)	Procurement timescales	Approx annual value (£ p/a)
Utilities (Elec) for Abbey Road	Mar-21	£25,000
Website design & development	Mar-21	£50,000 (one off cost)
Committee Services	Apr-21	£10,000
HRRC booking system for WLWA area	May-21	£15,000-20,000
Legal Procurement Advice (PPP)	Jun-21	£120,000
PPP financial support	Jun-21	£30,000
Collection & treatment of Mattresses from within WLWA area	Jun-21	£500,000
Internal Audit	Jun-21	£15,000
Dust suppression	Jun-21	20,000 (one off cost)
Renewal of EasyRoute software licence	Jun-21	£20,000
Offtake material: Asbestos	Jun-21	£3,000

Cleaning services - Abbey Rd & West Drayton	Jul-21	£30,000
Offtake material: cooking oil / engine oil	Jul-21	£1,000
Offtake material: car batteries	Jul-21	£1,000
CCTV/ANPR/Security services/LED lighting for Abbey Rd, Tran Ave & Vic Rd	Jul-21	£100,000 (one off cost)
Construction of food waste bulking shed	Jul-21	£1,000,000 (one off cost)
Bulky Collection Service	Jul-21	£35,000-40,000
Replacement for Formstack	Jul-21	£10,000
Rubble, hardcore & soil	Jul-21	£220,000
Textiles	Aug-21	£5,000 (income)
Bin washing machines	Aug-21	£25,000 (one off cost)
Offtake material: Gas bottle	Sep-21	£7,000
Offtake material: Fire extinguisher	Sep-21	£3,000
Offtake material: tyres	Sep-21	£10,000
Electric vehicle charger for Abbey Road	Sep-21	£10,000 - £15,000 (one off cost)
Automated new access gates for Abbey Road	Sep-21	£40,000 (one off cost)
Bin sensors	Sep-21	£50,000
Groundworks Transport Avenue and Victoria Rd (resurfacing road & footpath upgrade)	Nov-21	£100,000 (one off cost)
H&S Advisor support	Jan-22	£45,000
Solar panels for Abbey Road	Mar-22	£40,000 (one off cost)
Software to record staff attendance, timekeeping, over time etc (if ITrent can't do it)	Mar-22	<£5,000
New containers for Abbey Road	Mar-22	£20,000 (one off cost)
New item of plant for Abbey Road to enable more sorting of materials	Mar-22	£200,000 (one off cost)
Transport and associated services (Bulker & RoRo transport lots)	Apr-22	£900,000
Treatment of Green waste (including bulking & transportation) from within WLWA area	Apr-22	£1,200,000
Construction of bulking/source seg facility	Mar-23	£2,000,000 (one off cost)
Offtake material: Ferrous/non-ferrous	On going	£65,000 income
Offtake material: Paper/card	On going	£12,000 income

**7. Procurement Advice and Support** – The Authority continues to have external legal advisors (Sharpe Pritchard and HB Public Law) in place to provide on-going support for the West London Residual Waste Services contract. These services are provided through Service Level Agreements and under Framework Agreements. Advisors from HB Public Law are also used to support contract and procurement decisions. Additional advice and support for procurement projects primarily the Dynamic Purchasing System is provided by Hounslow Council Procurement Team.

**8. Financial Implications** – Financial provision has been included within the approved 2020/2021 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. 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 Kevin Kerin, Universal Safety Practitioners Ltd.

**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 procurement and provision of high quality waste management contracts are key to the delivery of the Joint Waste Management Strategy and strategic procurement and joint working across the boroughs is also vital to a number of key WLWA strategic objectives; ‘effective and efficient operations focused on where we want to be in the future’, ‘collaborative models in the sub-region and pan-London’ and ‘working joined up and consistent, using high-quality data’.

Background Papers	None
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