EXPRESSIONS OF INTEREST

**Collection and Processing of Reusable Household Furniture   
and Furnishings and other reusable wastes**

Please fully complete the below questionnaire.

* Any questions that have not been responded to will be given a zero score.
* If you are providing attachments as your response, these must be clearly referenced.
* If attachments are not referenced, they will be excluded from the scoring.
* Please ensure that your response is specific to this agreement and its requirements.

Please complete a separate form for each individual Lot.

Completed forms should be returned to [recycling@midlothian.gov.uk](mailto:recycling@midlothian.gov.uk) by 12 noon on Friday 11 February 2022.

This Expression of Interest is for:

|  |  |
| --- | --- |
| Lot Number | Yes / No (please detail) |
| Lot 1: Furniture |  |
| Lot 2: Furnishings and other household items |  |
| Lot 3: Other items |  |

1. **Key contact details**

|  |  |
| --- | --- |
| Organisation name: |  |
| Named manager: |  |
| Position: |  |
| Post description and responsibilities: |  |
| Prior experience: |  |
| Email Address: |  |
| Telephone Number: |  |
| Operational base address: |  |
| If applicable, registered office address: |  |

1. **Registration and accreditation**

|  |  |
| --- | --- |
| Charity number: |  |
| Revolve Certification details  OR  Evidencing showing compliance with Health & Safety legislation; Trading Standards; Waste Legislation; Insurances (Public, Employee and Vehicle); Governance documentation. |  |
| Relevant experience in offering similar  service. |  |

1. **Waste collection**

|  |  |
| --- | --- |
| Waste type/s requested: |  |
| Waste Acceptance Criteria:  eg: soft furnishing to have fire safety label;  complete sets of cutlery only. |  |
| Explain how you will assess that individual items are suitable for reuse |  |
| Provide details of the Health and Safety approach you will apply throughout the provision of the services. Include any Risk Assessments, particularly with regard to manual handling. |  |
| Explain your offloading and waste sorting arrangements. |  |
| Registered Waste Carrier information or details of any exception. |  |
| Detail your intended collection arrangements: eg: frequency, day, time of collections. |  |
| Sub-Contractors:  Please list any sub-Service  Providers that will be used and specify which  aspects of the service they are to deliver |  |

1. **Refurbishment and reuse**

|  |  |
| --- | --- |
| Address of premises for sorting / selling items. |  |
| Details any steps taken to refurbish  items / prepare items for re-sale. |  |
| Please provide site licence number (SEPA)  for the site/s used for the disposal of waste  not suitable for reuse. |  |

1. **Contract management**

|  |  |
| --- | --- |
| Confirm how waste data will be recorded and reported to the Authority. |  |
| Detail the steps intended to be taken to help promote your service. |  |

1. **Added benefits**

Please outline how you intend to offer Community Benefits. Your response should detail how you intend to deliver any proposals made, including the timescales, and how progress will be tracked and reported to the Authority.

|  |  |
| --- | --- |
| Detail the Community Benefits you propose to offer. |  |

1. **Fair Working Practices (not scored)**

The Public Sector in Scotland is committed to the delivery of high quality public services, and recognises that this is critically dependent on a workforce that is well rewarded, well-motivated, well-led, has access to appropriate opportunities for training and skills development, are diverse and is engaged in decision making.

These factors are also important for workforce recruitment and retention, and thus continuity of service. Public Bodies in Scotland are adopting fair work practices, which include:

* a fair and equal pay policy that includes a commitment to supporting the Living Wage, including, for example being a Living Wage Accredited Employer;
* clear managerial responsibility to nurture talent and help individuals fulfil their potential, including for example, a strong commitment to Modern Apprenticeships and the development of Scotland’s young workforce;
* promoting equality of opportunity and developing a workforce which reflects the population of Scotland in terms of characteristics such as age, gender, religion or belief, race, sexual orientation and disability;
* support for learning and development;
* stability of employment and hours of work, and avoiding exploitative employment practices, including for example no inappropriate use of zero hours contracts;
* flexible working (including for example practices such as flexi-time and career breaks) and support for family friendly working and wider work life balance;
* support progressive workforce engagement, for example Trade Union recognition and representation where possible, otherwise alternative arrangements to give staff an effective voice.

In order to ensure the highest standards of service quality we expect Service Providers to take a similarly positive approach to fair work practices as part of a fair and equitable employment and reward package.

Answers need not be constrained to, or be reflective of any of examples given alongside this question.

Good answers will reassure evaluators that your company takes a positive approach to rewarding staff at a level that helps tackle inequality (e.g. through a commitment to paying at least the Living Wage); improves the wider diversity of your staff; provide skills and training, and opportunities to use skills which help staff fulfil their potential; avoids exploitative employment practices (e.g. in relation to matters such as the inappropriate use of zero-hours contracts); takes the engagement and empowerment of staff engaged on this contract seriously, including having arrangements in place to ensure trade union representation where possible; otherwise alternative arrangements to give staff an effective voice and that your company will demonstrate organisational integrity with regards to the delivery of those policies.

This reassurance can include a variety of practices which demonstrate your approach to fair

work and should be tangible and measurable examples that can be monitored and reported

during contract management procedures.

|  |  |
| --- | --- |
| Please describe how you will commit to fair work practices for workers (including any agency or sub-Service Provider workers) engaged in the delivery of this agreement. |  |

**TECHNICAL RESPONSE**

A scoring ratio will be used to evaluate the responses. Lots will be assessed on the basis of a ratio of:

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Weighting** | **Sub-Criteria** | **Sub-Weighting** |
| **Quality - 100%** | | 1. Key Contact Details | 5% |
| 1. Registration and accreditation | 25% |
| 1. Waste Collection | 40% |
| 1. Refurbishment and Reuse | 15% |
| 1. Contract Management | 10% |
| 1. Added Benefits | 5% |
| 1. Fair Working Practices | Not scored |
| **Price - 0%** | |  | |

# SCORING METHODOLOGY

Responses will be scored using the methodology provided in the table below.

The “Total Score” for each criteria will comprise of the score awarded (0 to 4) multiplied by the weighting allocated to each criteria.

|  |  |
| --- | --- |
| **4 Excellent** | Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement and provides details of how the requirement will be met in full. |
| **3 Good** | Response is relevant and good. The response is sufficiently detailed to demonstrate a good understanding and provides details on how the requirements will be fulfilled. |
| **2 Acceptable** | Response is relevant and acceptable. The response addresses a broad understanding of the requirement but may lack details on how the requirement will be fulfilled in certain areas. |
| **1 Poor** | Response is partially relevant but generally poor. The response addresses some elements of the requirement but contains insufficient/limited detail or explanation to demonstrate how the requirement will be fulfilled. |
| **0 Unacceptable** | Nil or inadequate response. Fails to demonstrate an ability to meet the requirement. |

For an informal discussion on your intention to express an interest in reusing waste from Stobhill Recycling Centre, please call Shellie Radford, Community Waste Officer on 0131 561 5360 or email [recycling@midlothian.gov.uk](mailto:recycling@midlothian.gov.uk)

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