

## THE EXECUTIVE

25 NOVEMBER 2003

### REPORT FROM THE DIRECTOR OF LEISURE AND ENVIRONMENTAL SERVICES

**SUPPLY OF PLASTIC REFUSE SACKS CONTRACT  
2004 – 2006: PRE PACKAGING AND SPECIFICATION**

**FOR DECISION**

*This report is presented to the Executive as it relates to the intention to seek tenders for a contract with a projected value in excess of £200,000.*

#### **Summary**

The existing contract with Sai-Pac Ltd for the supply of refuse sacks, issued to both trade customers and residents, originally expired in 2000 but due to the uncertainty of future refuse collection arrangements a 3 year extension was granted to 2003 (Minute 115, Technical Services Committee, 2 June 1999 refers).

It is now necessary to re-tender this contract to appoint a supplier who can supply the quality and quantity of sacks required at the most competitive price and to comply with EU Procurement Regulations. The new tender will ensure continued supply of black refuse sacks to residents, blue trade refuse sacks to businesses with a trade refuse agreement with the Council and plain black sacks for general distribution to Council offices and schools.

The proposed contract will run for a period of two years starting 1 March 2004 and the anticipated value is approximately £150,000 per annum. This equates to approximately £135,000 for residents refuse sacks, £2,500 for trade refuse and £12,500 for general distribution, each of which is paid for out of individual departments' general estimates.

Suggestions for change and any problems, are reviewed by the Transport and Cleansing Manager with customers and operational managers on a regular basis. It is recommended that the tender process for the above contract is started as soon as possible with the aim of the new contract starting 1 March 2004.

As the existing contract with Sai-Pac Ltd expires on 31 December 2003 and a new contract will not start until 1 March 2004, it is proposed to obtain competitive prices for one cycle of deliveries from a selection of suppliers. As the value will be approximately £35,000 (Class C contract), this will be undertaken through the formal tender process.

It is intended that from April 2004 that delivery frequency of sacks to residents will be twice a year and each delivery will provide 26 bags (in two 13 sack rolls). This will be reflected in the tender documentation.

#### **Recommendation**

The Executive is:

1. Asked in accordance with Constitution (Contract Rules 3.6), to advise if Members wish to be involved with the packaging and specification of the above mentioned contract for the supply of refuse sacks and decide the nature of their involvement in the subsequent evaluation and award of the contract;

2. Recommended to agree that the supply of plastic refuse sacks should be undertaken through an agreed contract for a period of 2 years with the option of a 12 month extension bearing in mind the uncertainty at this time of the long term use of black sacks; and
3. Note that should the Executive be content with officers proceeding without direct Member input in the packaging and specification and evaluation of the tender, a further report will be presented on 10 February 2004 advising of the results of the tender evaluation process and requesting approval to appoint the successful contractor.

**Reason**

To enable preparation and execution of consultation, documentation and seeking of tenders.

**Wards Affected** - All (Refuse sacks are supplied to all Wards in the Borough)

<p><b>Contact</b> Heather Cutler</p>	<p>Procurement and Stores Manager</p>	<p>Tel: 020 8227 3787 Fax: 020 8227 3705 Minicom: 020 8227 3034 E-mail: <a href="mailto:heather.cutler@lbbd.gov.uk">heather.cutler@lbbd.gov.uk</a></p>
--	---	--

**Consultation**

The following people have seen this report and are happy with it as it stands.

Stefanie Goldsmith, Corporate Procurement Officer  
Bob Cooper, Interim Head of Finance, LESD

**Background Papers**

Minute 115, 2 June 1999, (Technical Services Committee).