



Invitation to Tender:

Commercial Waste and Recycling Research for St Ives BID

To undertake primary and secondary research to review the commercial waste requirements of St Ives BID members. The work is to be completed throughout January and February 2022 with a final report with recommendations due in March 2022.

Wednesday 15 December 2021

Overview

St Ives Business Improvement Districts (BIDs) is a business led initiative of 380 businesses supported by government legislation which gives them the power to raise funds locally to be spent locally on improving a defined commercial area. A BID is created when the majority of business ratepayers within that area vote to invest collectively in local improvements. There are now over 300 BIDs across the British Isles and 8 operating within Cornwall representing around 2,000 businesses helping provide support services for businesses as well as improve and promote their towns and businesses. The BID is independent from local authorities and other statutory agencies and delivers projects over and above the baseline service provided by them. St Ives BID first became operational in June 2014 and has been operating for seven years.

Over that time, the BID has invested levy payers money into St Ives; the resulting achievements are documented in St Ives BID Renewal Business Plan 2019 – 2024: click [here](#) to view.

Aims & Objectives

The work being commissioned is to research a sample of BID Members commercial waste and recycling requirements with the aim of informing the board of next steps. St Ives BID is seeking to save money for levy payers, improve the waste services they receive and enhance the appearance of local streets by procuring a waste collector to offer a reliable, high-quality, low-cost waste and recycling service that meets the needs of local businesses. This research will determine the support of levy payers for an improved service. We believe a new combined service for the town will be better and cheaper. Are our assumptions correct?

The final report will provide data to help with the procurement of a waste collector by specifying minimum service standards vehicles and pricing and will enable the BID team and board and stakeholders Town Council and Cornwall Council to strategically address commercial waste issues and increase recycling in the town.

The objectives are to determine if a combined service for St Ives will

- Improve the reliability and frequency of collections.
- Enable St Ives BID levy payers to save money on waste collection.
- Increase recycling and reduce waste to landfill.
- Improve the local street scene and environment (e.g. reducing time between waste being presented and collected, reducing the number of vehicle movements in the area, reduce fire risk).
- To drive innovation and best practice, especially to deliver the Town's low carbon ambitions

Methodology

The applicant is required to propose a methodology on application to demonstrate how they plan to meet the aim and objectives of the work and will include all the following although not exclusively.

- Background reading - two case studies of commercial waste in Bath and Bristol will be shared with the successful candidate along with a proposal by a potential waste collector
- Desk top research – identify an additional case study of a combined waste collection service
- Face to face and online/telephone semi structured interviews (questions to be agreed at inception meeting and will include, collecting data on existing contract terms i.e., who they're with and when their contracts ends and volume of waste produced daily/weekly/annually.
- Compile a list of qualitative and quantitative data, to be stored in a readily accessible electronic format such as Excel and to include volume of waste produced by individual businesses and their needs and requirements.

The streets and sectors to be included in the research (although not exclusively) are:

- Wharf Road and surrounding side streets
- Fore Street

- High Street
- Hospitality (Travel and Tourism, Entertainment and Recreation, Accommodation, Food and Beverage)
- Local Authority

Contract Management & Procurement Process

Timetable

Action	Date
Position advertised	Friday 17 th December 2021
Deadline for submission	Tuesday 4 th January 2022
Successful candidate invited to interview	Monday 10 th January 2022
Notification of outcome via telephone	By Friday 14 th January 2022
Inception meeting with successful candidate & sign contract	Monday 17 th January
Weekly updates with BID Manager	Time and date to be agreed during inception meeting
Midterm verbal & summarised written update and Q&A with BID Directors and team	Monday 14 th February 2022
Final report & recommendations presented to the BID Board	Monday 14 th March 2022

The anticipated budget is £3000 to include all expenses and VAT. The contract will be led by St Ives BID.

The payment schedule will be 20% following inception meeting and then 30% at the midterm meeting with the BID Board, and final 50% on receipt of completed final report and recommendations and verbal feedback with BID Board.

The successful contractor will be managed by St Ives BID Manager Sarah Stevens

Award Criteria

A proposal for undertaking the work should include:

1. a detailed methodology for undertaking the study
2. an outline of skills, experience, responsibilities and relationship with internal and external partners and stakeholders
3. details of staff allocated to the project, together with experience of carrying out similar projects. The project manager / lead contact should be identified
4. The allocation of days between members of the team (1 day represents 8hrs)
5. the daily charging rate of individuals involved
6. a timescale for example, in the form of a Gantt chart, for carrying out the project
7. an overall cost for the work

Costs should include VAT and expenses and include a breakdown of each person who will be working on the project, what their day rate is and how many days each member of the team will be allocated

to complete the work. The chosen contractor should have a full understanding of GDPR and data collection principles.

Procurement Process

Proposals submitted will be awarded a score 0- 3* for the following questions:

*0 = Does not meet the brief 3 = fully meets the tender brief

1. To what extent does the proposal demonstrate an understanding of the issues related to this brief?
2. To what extent are the methodology and methods appropriate to the requirements set out in this brief?
3. What degree of experience does the bidder demonstrate in order to successfully complete the work?
4. How well has the bidder structured a team in order to successfully manage the contract and deliver the required work to the budget and timetable require

Questions

If you have any questions prior to submitting the proposal, please do not hesitate to contact **Sarah Stevens St Ives BID Manager E** | sarah@stives.co.uk

Submission of Proposal Deadline

Please email your completed proposal to **Alex Ward St Ives BID Chair E** | alex@stivesbid.co.uk by Tuesday 4th January 2022 at 17:00. Thank you