

**OFFICER DELEGATION SCHEME  
RECORD OF DECISION**



**TO BE UPLOADED TO THE INTERNET BY DEMOCRATIC SERVICES  
FOLLOWING COMPLETION OF THE CONTRACT AWARD PROCESS BY  
STRATEGIC PROCUREMENT**

<b>Date:</b> 20 <sup>th</sup> September 2022	<b>Ref No:</b> 763
<b>Responsible Officer:</b> Daniela Dixon, Head of Waste Management and Transport	
<b>Type of Decision (please refer to MO Guidance):</b>	
<b>Key</b> <input type="checkbox"/>	<b>Non-Key</b> <input checked="" type="checkbox"/>
<b>Freedom of Information Status:</b> For publication	
<b>Title/Subject matter:</b> Supply & Delivery of Compostable Liners -1st October 2022 to 30th September 2025	
<b>Budget/Strategy/Policy/Compliance:</b>	
(i) Is the decision within an Approved Budget?	Yes
(ii) Is the decision in conflict with the council's policies, strategies or relevant service plans?	No
(iii) Does the decision amend existing or raise new policy issues?	No
(iv) Is the decision significant and/or does it meet the £100,000 threshold for recording?	Yes/no – if yes please state;
<b>Equality Impact Assessment</b> [Does this decision change policy, procedure or working practice or negatively impact on a group of people? <b>If yes</b> – complete EIA and summarise issues identified and recommendations – forward EIA to Corporate HR]	No

**Summary:**

The residents of Bury (84,250 households) are provided with free 5 litre compostable food liners for the disposal of cooked and uncooked food. Full bags of food waste are placed in the brown bin which are collected every two weeks.

Replacement bags are provided by householders tying a tag, that is provided with each roll, to the bin which then allows the crews to issue a new roll of bags accordingly. This process has proved to be unreliable as the tags can go missing either due to bad weather or vandalism along with the refuse collection crews not possessing sufficient bags available to meet demand.

Further to the Cabinet decision on 16<sup>th</sup> February 2022 to approve the reduction in the supply of liners to households to one roll per year combined with the need to renew the existing contract for the supply and delivery of liners. A new procurement process was commenced for the supply of liners. The existing arrangement allowed for the bags to be delivered into the Council Stores located at Bradley Fold on a rolling basis throughout each financial year. The new contract will allow liners to be delivered, on a bulk basis, to a third-party distribution company based in Rochdale before being issued on an individual roll basis, by a separately procured provider, to each household across the borough in combination with the annual domestic waste collection calendar.

The procurement process for the new contract was conducted as a mini competition using the Yorkshire Purchasing Organisation (YPO) framework agreement number 1013 for the supply and delivery of Compostable Liners. As part of the evaluation process samples of the liners to be used on the contract were requested from the bidders prior to the closing dates of submission.

The specification within the tender documentation consisted of the supply of 5 litre bags for household use and 25 litre bags that are to be used in schools and where appropriate, other Council premises. The 25 litre bags will be supplied to the Council and then delivered to each location by various Council personnel in the same way as per the previous contract.

**Wards affected:** All**Consultations:****Scrutiny & Review Committee Interest:****Options considered: To conduct an open process in the market**

**Decision [with reasons]** The six organisations listed on the YPO framework were notified of the opportunity to bid for the new contract through the Council's tendering portal known as The Chest on Thursday 30th June 2022 with two bids being received by the required the time and closing date of 12.00 pm on Thursday 21st July 2022.

Following evaluation of those bids, in line with the criteria listed in the tender documentation, it is recommended that:

The Compost Bag Company Ltd, Comet Rd, Moss Side Ind Est, Leyland PR26 7PF

with a total overall bid of £288,156.00 for the three year contract is selected as the bidder providing best value to the Council. This funding is within the revised annual budget

<b>Decision made by:</b>	<b>Signature:</b>	<b>Date:</b>
Executive Director of Operations		27/09/22
Assistant Director of Operations		21/09/22
Section 151 Officer		26/9/22
<b>Members Consulted [see note 1 below]</b>		
Cabinet Member		30/09/22
Lead Member		
Opposition Spokesperson		

## **Notes**

1. Where, in accordance with the requirements of the Officer Delegation Scheme, a Chief Officer consults with the appropriate Cabinet Member they must sign the form so as to confirm that they have been consulted and that they agree with the proposed action. The signature of the Opposition Spokesperson should be obtained if required, to confirm that he/she has been consulted. Please refer to the MO Guidance.
2. **This form must not be used for urgent decisions.**
3. Where there is any doubt, Corporate Directors should err on the side of caution and seek advice from the Council's Monitoring Officer.