



## **Lowestoft Town Council (LTC) is seeking quotations for the collection of Bulky Waste.**

**PROCUREMENT: Contract for collection and disposal of bulky waste items from households in Lowestoft.**

**1. Summary** LTC is offering a contract for one year with possible extension for:

- Collection of bulky waste items such as sofas, fridges, outdoor play equipment from households who cannot access or finance the paid for collection service provided by the refuse authority with the intention to improve the street scene and restore pride in the town.

Any work undertaken for LTC must respect the context of our declaration of a Climate and Ecological Emergency and our desire to be environmentally positive including recycling and reusing materials where possible.

**2. Specification** Any quotations should cover the following services:

- A telephone booking system for residents to request a collection.
- Whilst not exclusively, the scheme is being offered to help those who may not be able to afford the fees usually chargeable to the collection and disposal of bulky waste items. The contractor will need to monitor any abuses of the system and provide an indication of how they would assist in the service being delivered to those most in need.
- Monitoring of the number calls and booking requests into a totally weekly maximum number of collections (to be specified by the employer).
- Receiving a detailed instruction of the item(s) to be collected and that corresponding paperwork ensures that only the pre-arranged items are collected.
- How relevant general data protection regulations requirements will be adhered to

- Collecting, recycling or disposing of collected items. All charges by waste disposal authorities such as Suffolk County Council's Recycling Centre at Hadenham Road must be met by the contractor.
- Certification of waste being collected and disposed of.
- Display of the LTC logo when acting on behalf of the council.

**3. Period** A contract commencing 1 April 2025.

**4. Restrictions** The Council has a set budget for this contract. Contractors should provide their costs per item collected. The contract value will not exceed £27,000 per annum.

**5. Conditions** Any conditions should be stated including any relating to:

- Any insurance requirements on LTC
- Any requirements for LTC to provide additional data

**6. LTC variations and termination** Please state how would you deal with requests for variations e.g. changes such as increases/decreases in the number of collections. Include any known costs and notice periods.

**7. Contractor variations and termination** Please state how would you deal with any changes in your service. Include any known costs and notice periods.

**8. Compliance** Please specify:

- Waste Carrier Registration number
- All relevant insurances
- All relevant risk assessments and method statements
- Relevant qualifications and memberships of professional organisations.
- Any British Standards to which you work
- Any environmental and sustainability credentials

## Notes

*\*boundary maps can be supplied to successful contractors. The service will only be offered to those living in the Lowestoft Town Council area and not areas which fall into the jurisdiction of, for example only, Carlton Colville or Kessingland Parish Councils.*

Contractor variations such as for price reviews should be explicitly stated.

All contractors will be assessed for LTC's Approved Contractors List prior to commencement. Contractors will be supported, if needed, through this process and should note that once they are on the Approved Contractors List this reduces ongoing administrative impacts.

**Contact details**

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**Deadline for quotations:** 3 March 2025.