



INVITATION TO TENDER FOR WASTE MANAGEMENT
SERVICES

BRENTFORD FOOTBALL CLUB

BRENTFORD NEW STADIUM, LIONEL ROAD

INVITATION TO TENDER CONTENTS

Tender Documents

1. PART A – Instructions for Tenderers
2. PART B – Specification and Format of the Tender

Appendices

APPENDIX A – Forms to be completed

Waste Management Services Tender

Invitation to Tender – Part A: Instructions to Tenderers

1. General Requirements

Brentford FC Ltd ('BFC') is seeking an experienced contractor to supply waste management services for its new stadium.

The contract would be for a minimum of 3 years with an option after year 2 to extend for a further 2 years. It is expected that the contracts under which these services will be delivered will commence on or after the 1st August 2020 (date to be agreed with successful Tenderer). A simple contract will be drawn up based on the specification details provided in Part B.

Tenderers must comply with these instructions. They are designed to ensure that all tenders are treated equally and fairly. Failure to comply with these instructions and conditions may invalidate your tender.

The Tender documents are and shall be the property of BFC and will not be copied or reproduced in whole or in part, save as is necessary to enable you to complete the Tender and must be returned to BFC on demand.

2. Procurement Process and Tender Procedures

2.1 Tenderers' responsibilities

Tenderers shall make themselves fully conversant with the requirements as set out in all tender documents before submitting their tender. No claims arising from neglect in this respect will be entertained by BFC.

All tenderers are required to read these instructions before submitting a tender as referred to below. BFC will assume that Tenderers are fully aware of the contents of these instructions and that unless queries are raised by Tenderers they are fully satisfied and have no queries upon them. BFC will not entertain any claims for compensation arising from the neglect or failure of any Tenderer to comply.

Information supplied to Tenderers by BFC is supplied for general guidance only. Tenderers must satisfy themselves by their own investigations about the accuracy of such information and no responsibility is accepted by BFC for any inaccurate information obtained or for any loss or damage of whatever kind and howsoever caused arising from the use of such information.

It is the responsibility of Tenderers to obtain for themselves at their own expense all information necessary for the preparation of their tender. All works of investigation and preparation of tenders shall be carried out at the Tenderers' cost.

The Invitation to Tender and any other information issued by BFC relating to the services shall be treated by you as confidential and shall not be disclosed in whole or in part to any third party without the prior consent of BFC other than for obtaining sureties, guarantees or quotations.

2.2 Basis of the Tender

All prices quoted in the tender and any supporting documents must be in pounds sterling and must be exclusive of VAT and must include the cost of planning and mobilisation, delivery and any additional related costs to the contract as specified by BFC.

Tenderers are required to keep tenders and prices valid for acceptance for a period of nine months from the closing date for receipt of tenders (based on current COVID-19 pandemic).

The Tenderer shall bear all costs expenses and liabilities incurred in connection with the preparation and submission of the Tender.

2.3 Arithmetic accuracy of the Tender

If BFC suspects that there has been an error in the pricing of the Tender, it reserves the right to seek such clarification as it considers necessary from the Tenderer only.

It is the responsibility of the supplier to check that all unit rates and other information entered in the cost templates are accurate. If any errors in the unit rates or in the totals are detected they will be corrected by extending each unit rate by the quantity to which it applies. Any item for which no unit rate is entered in the appropriate column will be treated as if it is free of charge.

2.4 The Tender

The Tender shall be submitted in accordance with these Instructions to Tenderers. BFC may reject any tender not complying in any particular matter and its decision in that regard shall be final.

All relevant forms for completion in Appendix A shall be signed and submitted with all other documents comprising the Tenderers Tender.

BFC reserves the right to amend any information or the Specification contained within the invitation to tender at any point prior to the award of contract. Such amendments will be notified to the contractor within a period of 5 days.

BFC reserves the right not to award a contract subsequent to this tender and may accept or reject the whole or any part of a tender. BFC does not bind itself to accept any tender and will not accept responsibility for any expense or loss which may be incurred by any potential supplier in the preparation of the tender.

Any Tenderer who:

- fixes or adjusts the amount of its Tender by or in accordance with any agreement or arrangement with any other party; or
- communicates to any party other than BFC or, as applicable, relevant other commercial body, the amount or approximate amount of its proposed Tender or information which would enable the amount or approximate amount to be calculated (except where such disclosure is made in confidence in order to obtain quotations necessary for the preparation of the Tender or insurance or any necessary security); or
- enters into any agreement or arrangement with any other party that such other party shall refrain from submitting a Tender; or
- enters into any agreement or arrangement with any other party as to the amount of any Tender submitted; or
- offers or agrees to pay or give or does pay or give any sum or sums of money, inducement or valuable consideration directly or indirectly to any party for doing or having done or causing or having caused to be done in relation to any other Tender or proposed Tender, any act or omission

may (without prejudice to any other civil remedies available to BFC and without prejudice to any criminal liability which such conduct by a Tenderer may attract) be disqualified from this procurement exercise.

2.5 Contact details

Any questions regarding these documents and the specific requirements of BFC should be made to James Staines (FM Consultant) who can be contacted by telephone on 07551 986 044 or by email on james.staines@mottmac.com.

Contact by any person acting in the name of the prospective contractor with any employee of BFC other than those mentioned in this ITT will be grounds for BFC to terminate the tender process for that supplier.

2.6 Tender Submission

All tenders must be returned to BFC as per the instructions below and arrive not later than close of business **(17.00pm) 24th July 2020**.

Tenders must be returned electronically (due to COVID-19 restrictions). Tenders that arrive late shall not be considered.

Tenders that are to be submitted electronically and should be emailed to both alan.wash@brentfordfc.com and james.staines@mottmac.com It must be clearly marked in the subject line Tender for Waste Management Services.

No extensions to the closing date for Tenders can be granted. However, BFC may at its discretion extend the closing date and time specified.

BFC will not accept any responsibility if any tender is unable to be submitted by the deadline unless it can be evidenced that there is a problem with BFC's IT system.

Qualified tenders or tenders bearing any unauthorised alteration or addition to the form of tender or any other tender documents may be rejected by BFC.

2.7 Tender Timetable

The following dates are applicable to this tender:

Activity	Estimated Dates
Tender documents available	6th July 2020
Clarification period starts	6th July 2020 until 17 th July 2020
Site visits to be arranged with Alan Walsh	To be advised but potentially week commencing 13 th / 20 th July 2020
Online or group discussion on requirements	To be agreed if demand requires
Closing date for receipt of tenders	24th July 2020
Notification of successful/unsuccessful tenders	27th July 2020
Contract Commencement	1 st August 2020 (or there after)

This timetable is indicative only. BFC may amend at its discretion and COVID-19 considerations may impact on timings.

2.8 Visits to the Stadium

If Government restrictions allow and timings can be agreed, arrangements may be made for Tenderers to visit the stadium. The stadium visits will be advised if at all possible and will be conducted using appropriate PPE measures. Tenderers attendance will be limited to two persons. Subject to demand this may be arranged over a one-day period with time slots for the relevant Tenderers.

2.9 Evaluation of Tenders

Tenders will be evaluated using a method known as MEAT (most economically advantageous tender). BFC officials will undertake the evaluation process with the assistance of Mott McDonald LTD. BFC will consider both quality, experience and price in the evaluation of tenders. These are weighted to reflect relative importance and scored accordingly:

Criteria	Weighting
Price	70%
Quality & Experience	30%
Total	100%

No tender will be considered unless the potential supplier has submitted a full proposal including the completed forms in Part B within this tender document.

BFC will advise each Tenderer whether its tender has been successful.

Scoring Weighting – Price Element

Criteria	Weighting
Lowest Tender Price	100% of maximum (70%) = 70%
Next Lowest Tender Price	95% of maximum (70%) = 66.5%
Next Lowest Tender Price	90% of maximum (70%) = 63%

Scoring Weighting – Quality Element

Criteria	Weighting
Best Quality Tender	100 of maximum (30%) = 30%
Next Best Quality Tender	95% of maximum (30%) = 28.5%
Next Best Quality Tender	90% of maximum (30%) = 27%

Waste Management Services Tender

Part B: Specification and Format of the Tender

1. Specification

1.1. Delivery of Waste Management Specification

Tenderers shall provide fixed price rates in relation to the delivery of waste management services. Prices are to be fully inclusive of all costs to Brentford FC and are to be exclusive of VAT. The costs are to be broken down to include the following:

- The number, type and size of waste bins to be provided;
- The number, type and size of compactors to be provided;
- The number of collections per week per type of bin, to cover:
 - The waste generated by back of house functions;
 - The waste generated on a matchday; and
 - The price of any ad-hoc collections per bin.

For clarity, this should clearly show a price for a standard week with no matchday's and the additional cost per matchday.

Tender prices will for the bins and compactors provision and the cost per collection which will remain fixed for the first year, of the contract period, thereafter they may be subject to an adjustment on the anniversary of the commencement date of the contract to reflect Consumer Prices Inflation (CPI). The contractor must make written application with evidence to BFC at least 8 weeks prior to the anniversary of the commencement date regarding any proposed upwards or downwards adjustment to the rates. Application for upward adjustments will be capped using the CPI taken at the immediately preceding month (i.e. mid-July) with the contract commencement date as the base start date.

The successful tenderer will agree to meet the following waste management specification.

Brentford New Stadium

The capacity of the new stadium is 17,250 which consists of approx. 3,000 hospitality guests, 2,600 Away supporters and up to 11,650 home general admission supporters.

Situated next to Kew Bridge station, less than a mile away from our current ground, Griffin Park, it is much more than just a stadium for professional football. It will also be home to a professional rugby team "London Irish RFC" and is at the heart of plans to regenerate the local area. The Stadium will be utilised for both Brentford FC match days and London Irish Rugby FC Match days from the start of August 2020. The stadium is designed to have the ability to be used on non-matchdays for business and small conference events, The stadium will be a busy hub, easily accessible from London, its west and south suburbs and the M4 corridor.

1.2 Waste Management Requirements

We believe that the cleanliness of our stadium is of paramount importance. We aim to provide our supporters, customers, players, stakeholders, neighbours and staff with a clean, welcoming and professional environment. We want our customers to feel that they are in a world-class modern venue and our staff to enjoy a healthy and comfortable workplace.

The waste management requirements for the new stadium is expected to be approached in two main areas:

1.2.1 Day-to-day operations (Back of House Functions)

- The following areas are expected to be utilised 7 days a week – Box Office, 24/7 Security office, main reception and grounds staff office / workspace of which will generate minimum waste that can be collected within the greater planned collections;
- For our special events business which include conference, hospitality and other corporate areas, should these generate sufficient waste that a collection is required this will be an additional ad-hoc request.

1.2.2 Football matches (around 26 per season), Rugby Matches (circa 16 per season)

- General waste collection is required post matchday.
- Food waste collection generated during a matchday is to follow after the general waste collection following a matchday.

A schedule of fixtures will be provided for both sports for the scheduling of collections to the successful Tenderer.

1.2.3 Grass Waste (Pitch maintenance)

- General grass waste collection will be required up to three times a week during peak periods but due to the fluidity of this requirement, this is to be treated as an ad-hoc request. The price for these collections is therefore to be indicated per bin, per lift as an ad-hoc requirement.

1.3 Provision of Bins and Compactors

The successful tenderer shall provide sufficient bins and compactors as necessary to undertake the contract. Tenderers to provide a price for the required number of bins and compactors in their Tender Sum.

1.4 Rates for ad-hoc Collections

These rates are those that will be charged for waste removal over and above the specified collection frequency.

- Ad-hoc collections are only to be carried out under the instruction of BFC.

1.5 Contract Management

In order to ensure that the contract operates in a successful and efficient way, as well as delivering all outcomes described in this specification to the correct standards, the contractor may be required to attend ad-hoc meetings at the request of BFC to monitor performance and plan events.

1.6 Invoicing

- Consolidated Invoices shall be produced on a monthly basis.
- The Contractor should provide monthly invoices at the end of each month. These invoices should include any additional ad-hoc work delivered during the previous month.
- BFC may require event specific separate invoices for football and rugby.

1.7 Waste Generation Estimates

The estimated matchday waste generation for the development (excluding food and beverage waste) is presented in *Table 1* and *2*. This is the maximum amount of waste that will be generated at the site; throughout the week waste will be generated only by administrative functions and events hosted in the hospitality space.

Waste generation calculations have been based on the following assumptions:

- Spectators will generate 0.39 litres of waste per seat per match;
- One employee per 10m² of administrative floor space, with one employee working five days a week, generating 50 litres of waste; and
- There are two separate areas for waste processing:
 - Front of house (FOH): spectator areas and general access areas where matchday spectators and guests are located; and
 - Back of house (BOH): service (technical) areas, where work is performed to prepare, manage and support the operational needs of the event e.g. matchday.

1.7.1 Front of House

To ensure quality recycling and minimised contamination, only two waste streams will be collected from front of house (FOH) areas used by spectators – residual waste and mixed dry recycling (no glass).

Matchday FOH waste generation is calculated as shown in Table 1.

Table 1. Brentford Community Stadium Un-compacted Matchday Waste (M3)

Waste Stream	Spectators
Residual	24.11
Mixed Dry Recycling	24.41
Total	48.52

1.7.2 Back of House (BOH)

Waste generated on matchday in BOH administrative areas is shown in Table 2.

Table 2. Brentford Stadium Un-compacted Matchday Waste (M3)

Waste Stream	Spectators
Residual	2.09
Mixed Dry Recycling	2.12
Other (e.g. hazardous)	0.09
Total	4.3

1.8 Calculated Waste Storage Requirements

The waste storage areas will be split across the Groundsman's store, east, west and south stands. The south stand will house food and beverage waste only. The estimates are provided as a guide in tables 3, 4, 5 and 6.

Table 3. East Stand Compacted Waste Estimates

Waste Type	Uncompacted Waste (m2)	Compaction Ratio	Compacted Waste (m2)	Waste Container	No. of Containers
Residual	13.1	3	4.37	1,100 litre Eurobin	2
Recycling	13.26	3	4.42	1,100 litre Eurobin	2
Bin Press					1

Table 4. West Stand Compacted Waste Estimates

Waste Type	Uncompacted Waste (m2)	Compaction Ratio	Compacted Waste (m2)	Waste Container	No. of Containers
Residual	13.1	3	4.37	1,100 litre Eurobin	2
Recycling	13.26	3	4.42	1,100 litre Eurobin	2
Bin Press					1

Table 5. Groundsman's Store Waste Estimates

Waste Type	Uncompacted Waste (m2)	Compaction Ratio	Compacted Waste (m2)	Waste Container	No. of Containers
Grass Cuttings				1,100 litre Eurobin	4

Table 6. South Stand Container Requirements

Waste Type	Uncompacted Waste (m2)	Compaction Ratio	Compacted Waste (m2)	Waste Container	No. of Containers
Residual				1,100 litre Eurobin	2
Recycling				1,100 litre Eurobin	2
Bin Press					1

Waste from the South Stand is to be stored within the kitchens until after the initial matchday collection. Hospitality waste will then be transferred by FM staff for a secondary collection from the successful Tenderer.

Grass waste collection will be deemed as an ad-hoc request from BFC.

2. Format of the Tender

Appendix A

Tender Form 1 - The signed and completed Form of Tender – Pass/Fail Question

Tender Form 2 - Insurance Certification Form – Pass/Fail Question

Tender Form 3 - Waste Carriers Licence – Pass/Fail Question

Tender Form 4 - Details as to referees and Experience – Scored Question/Quality

Tender Form 5 - Duty of Care – Scored Question/Quality

Tender Form 6 - Completed Pricing Schedule – Scored Question/Price

TENDER FORM 1

Name of Tenderer _____

Tendered price for the provision of waste management services

To: Brentford FC Ltd

(hereinafter called "BFC")

Having examined the Invitation to Tender and its accompanying documents and being fully satisfied as to my/our abilities and experience in all aspects to satisfy the requirements of the Conditions of Contract and the draft Contract,

I/we _____

of _____

hereby offer, subject to the Conditions of Contract, to provide waste management services in accordance with Tender Forms 1 to 8 attached hereto pursuant to the Conditions of Contract and upon the Terms and Conditions of the draft Contract.

Unless and until the formal written Agreement referred to above is prepared and signed, the Tender together with your written acceptance thereof will form a binding Agreement between us.

Signed (1) _____ Status _____

and/or

(2) _____ Status _____

(For and on behalf of _____) Date

TENDER FORM 2

Name of Tenderer _____

Insurance Certification Form

Third Party Insurance covers to sum of not less than £5 million

I/We certify and declare that I/we have made arrangements with our Insurance Company to take out an Insurance Policy for public liability in the sum of £5m. I/We attach confirmatory note from the Insurance Company.

The following is the name and address of the Insurance Company (not broker) with whom the Insurances have been effected:

NAME

.....

ADDRESS

.....

.....

.....

PLEASE NOTE: Evidence must be included with this form to prove that such insurances as are required will be effected. Failure to do so will render this Tender invalid

TENDER FORM 3

Name of Tenderer _____

Waste Carriers Licence

Please provide evidence of the waste carriers licence and the date of expiry you have and attach a copy of the Waste Carriers Licence as part of the Tender:

Waste Carriers Licence Number: _____

Date of Expiry of Waste Carriers Licence: _____

TENDER FORM 4

Name of Tenderer _____

Referees

To Brentford FC Ltd

You may seek references from my/our following client referees that evidence our experience in a similar environment:

1. Client: _____

2. Client: _____

3. Client: _____

TENDER FORM 5

Name of Tenderer _____

Duty of Care

Please detail how you will assist Brentford FC, in handling and disposing of controlled waste and their statutory obligation to ensure it is managed correctly under the Duty of Care Legislation.

Please reply in no more than 500 words.

TENDER FORM 6

Name of Tenderer _____

Please detail your Tender price, long with an overview statement including key assumption and any exclusions. Include the number, type and size of bins and compactors included within your Tender sum along with the frequency of collection for each, based on and split between a typical week where there is no Matchdays and where there is a Matchday. The cost for any Ad-hoc collections is also to be included.

Additional Attachments can be provided to detail the Tender Price.