

# Contract Award for Garden Waste Stickers

Cabinet Member for Waste and Recycling (Cllr Liz Little)

Date: 30 June 2022

Agenda Item:

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Key Decision? YES

Local Ward Members N/A



**Cabinet Member  
Decision**

## 1. Executive Summary

- 1.1 The Joint Waste Service provides a subscription based garden waste service to the residents of both Tamworth and Lichfield.
- 1.2 A sticker is posted to a resident upon receipt of payment which then has to be attached to the bin so the crews know which properties are participating in the scheme.
- 1.3 The Council does not have the facilities to print and post the stickers so this work has to be contracted out to an external supplier
- 1.4 The existing contract is due to expire in December 2022 and a recent tendering exercise was undertaken.
- 1.5 A single compliant bid was submitted by the existing supplier, PermiServ Ltd.

## 2. Recommendations

- 2.1 Approval to award the contract to PermiServ Limited for an initial 2 year term with an optional extension of 12 months.
- 2.2 That the option to utilise the 12 month extension is reviewed and determined by the Cabinet Member for Waste and Recycling based on performance and recommendation from an Assistant Director.

## 3. Background

- 3.1 Tamworth and Lichfield both introduced an annual charge for the collection of garden waste from residential properties in 2018.
- 3.2 The subscription period starts on 1<sup>st</sup> January each year and the current cost is £36 per bin.
- 3.3 In 2021 a total of 45,272 subscriptions were sold.
- 3.4 The sticker that is issued to residents contains the property address, the year of subscription and is coloured to help the crews distinguish current subscriptions.
- 3.5 The subscription process is highly automated with more than 75% of transactions completed on line.
- 3.6 The contractor responsible for printing and posting the sticker receives a daily export of all new subscriptions. They are required to undertake a printing run twice per week to ensure that residents receive their stickers within 10 working days.

Alternative Options	<ol style="list-style-type: none"> <li>1. Do nothing – The current contract will expire</li> <li>2. Re-run the procurement</li> </ol>
Consultation	None
Financial Implications	The total cost over three years is £133.50k, £44.50k per annum. This is within current budget.
Approved by Section 151 Officer	Yes
Legal Implications	Procurement – a compliant procurement activity has been undertaken to identify the preferred supplier
Approved by Monitoring Officer	Yes
Contribution to the Delivery of the Strategic Plan	Enables achievement of our objective to be A good council that is responsive and customer focussed.
Equality, Diversity and Human Rights Implications	None identified
Crime & Safety Issues	None identified
Environmental Impact	None identified
GDPR / Privacy Impact Assessment	<ol style="list-style-type: none"> <li>1. The data held by LDC is classified under the Government Protective Marking Scheme. PermiServ's system supports classification of data.</li> <li>2. Permiserv's system supports LDC's data retention policy.</li> </ol>

	Risk Description & Risk Owner	Original Score (RYG)	How We Manage It	Current Score (RYG)
A	Delays in printing and posting stickers.	Likelihood: Y Impact: Y Severity: Y	Contract monitoring Regular meetings	Likelihood: G Impact: Y Severity: Y
B	Data not received by contractor	Likelihood: Y Impact: Y Severity: Y	Both parties monitor data transfer	Likelihood: G Impact: Y Severity: Y
C	Failure of on line processes	Likelihood: Y Impact: Y Severity: Y	Business continuity planning	Likelihood: G Impact: Y Severity: Y
D				
E				

	<b>Background documents</b> Any previous reports or decisions linked to this item
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	<b>Relevant web links</b> Any links for background information which may be useful to understand the context of the report
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