

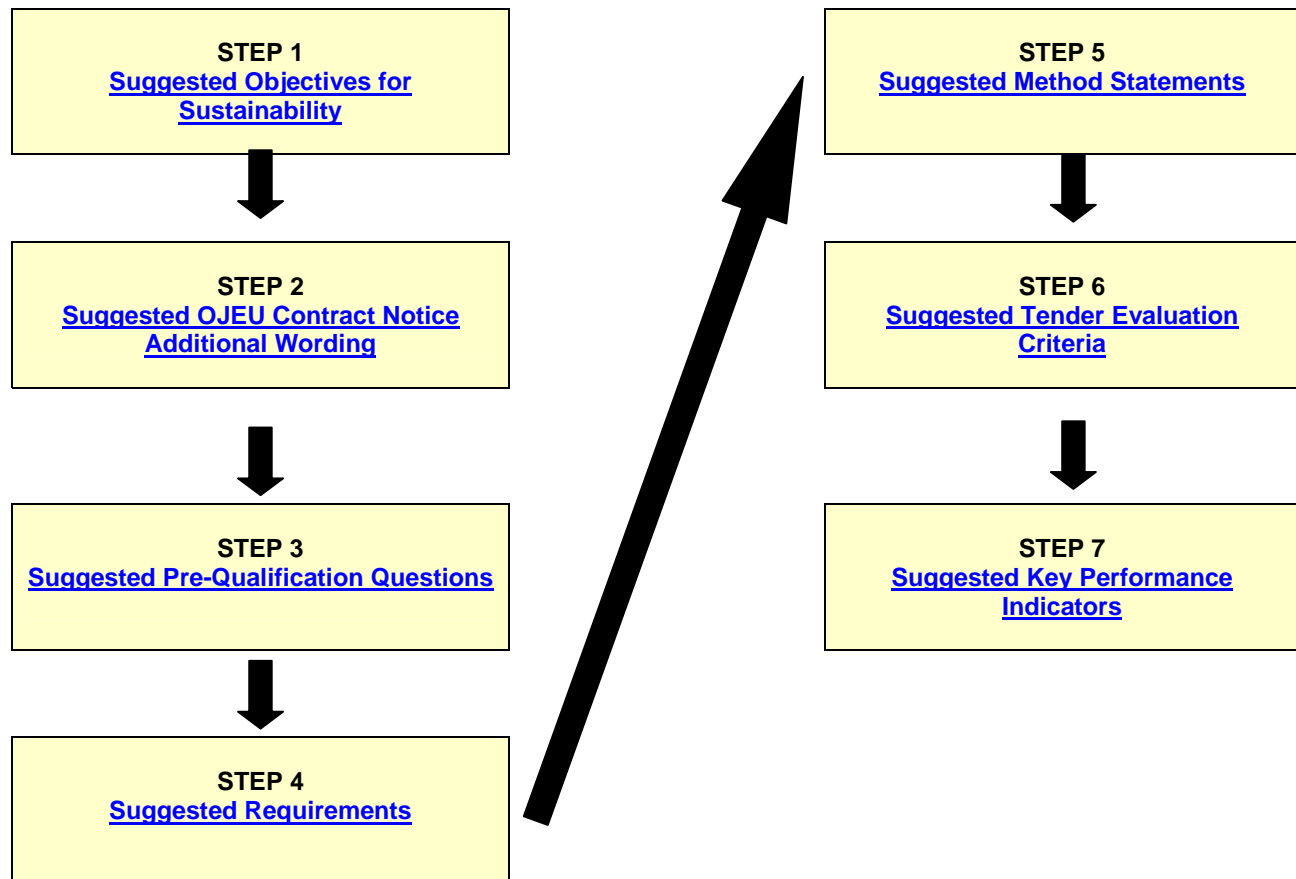


Toolkit for a more Sustainable Furniture Disposal Contract

This Toolkit was developed as part of the [London Centre of Excellence Sustainable Procurement Project](#) led by the London Borough of Camden. The Toolkit aims to improve the sustainability of Furniture Disposal services primarily focussing on the environmental impacts associated with the removal and disposal of furniture. The toolkit has been tested through a tendering exercise by the [London Fire Brigade](#).

How to use this document

This Toolkit has been set up as a series of steps to follow to implement sustainability. You may choose to follow all or part of the suggested steps, however it is suggested that you follow each step in the order shown to ensure sustainability is built into your tendering process in a comprehensive manner. The Toolkit is designed to assist users in the procurement of more sustainable Furniture Disposal services. Your legal team should be consulted on the use of this toolkit to ensure your compliance with the EU procurement regulations.



[Appendix 1](#) Use of the PQQ by London Fire Brigade

[Appendix 2](#) London Fire Brigade Pricing Schedule



Suggested Objectives for Sustainability

The Sustainability Objectives given below were set for the contract and focus on the implementation of sustainability within the contract. Climate Change has not been included as a specific objective as opportunities for mitigation and adaptation are included in several of the objectives detailed below.

STEP 1

Select the objectives from the list below that are relevant to your organisations sustainability policies. These will form the objectives for implementing sustainability within your organisations contract.

- [Reducing waste, reuse and recycling, chain of custody for materials](#)
- [Vehicle emissions, vehicles used and transport distances](#)
- [Promoting new markets and supporting SME's](#)
- [Training and employment opportunities provided](#)

Policies to consider your organisations commitments to sustainability include:

- Corporate sustainability/environment policy or strategy
- Climate Change action plans and strategies
- Department policies
- Strategic Procurement Strategy
- Local Area Agreement
- Community Strategy

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OJEU Contract Notice

STEP 2

Suggested wording to add to the Contract Notice, this can be added to the OJEU notice for European tenders or local contract notices.

Details such as those below could be added to your Contract Notice:

The [Authority] is seeking a service provider to dispose of office furniture using high quality sustainable and cost effective methods.

Service Providers wanting to express an interest in delivering such services must demonstrate that it can do so in line with the [Authority's Sustainable Procurement] Policy, which states that [insert a relevant statement from your policy].

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Suggested Pre-Qualification Questions

STEP 3

Include the questions relevant to your [Selected Objectives](#) in Step 1, in part or in full, or use them as the basis for developing your own pre-qualification questions.

1. Does your company have an environmental policy or operate an Environmental Management System, please provide details of any certification received?
2. Please outline what achievements you have made in regards to your policy or management system.
3. Please provide details of your experience of delivering furniture removal and disposal services that provide sustainable options, such as reuse and recycling.

Go to [Appendix 1](#) for an example of how London Fire Brigade used the toolkit for their Pre Qualification Questionnaire.

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Suggested Requirements

STEP 4

Include the requirements relevant to your [Selected Objectives](#) in Step 1, in part or in full to form part of the Contract; or use them as the basis for developing your own method of implementing sustainability within a Furniture Disposal service contract.

Text in italics provides brief details/understanding of the significance of the sustainability objective, whilst actual specifications or requirements appear as boxed text.

The legal team at the London Borough of Camden has approved these Specifications and Method Statements for use as a guideline. Your own legal team should be consulted on the use of these specifications within your tender documents to ensure they fall within EU procurement regulations, particularly where any external documents such as Council policies are referred to.

Environment & Sustainability Policies

Contractual arrangements provide an opportunity to help deliver the Council's environmental and sustainability policies. Contract specific policies or conditions can expand upon the principles of Corporate Sustainability policies and help to give the Contractor more specific guidance on the role they can play in achieving the objectives in relation to the policies referred to.

1. The [Authority/Department] has a [Sustainable/Environmental] Policy that aims to reduce the environmental damage of its purchases, as part of this process we wish to engage with our suppliers to further this policy. Tenderers are therefore required to provide information with their Tenders of any processes and/or actions currently taken to reduce the impact of their operation on the environment. This could include any initiatives taken to reduce impacts associated with the manufacture, transportation or delivery of equipment and may include recycling initiatives etc.
2. The Authority's [Sustainable/Environmental Procurement] Policy states that [insert a relevant statement from your policy].
3. The Authority is seeking to appoint one or more Contractor(s) to clear surplus office furniture and fittings out of [Premises] and dispose of it using high quality sustainable and cost effective methods.

Waste Reduction and Chain of Custody

Throwing away waste puts pressure on the environment by increasing the use of precious natural resources, and consumes additional resources during its collection and disposal. Disposal methods such as landfill and incineration are also associated with other environmental impacts including pollution and loss of amenity.

1. The Waste Strategy for England 2007 outlines the waste hierarchy in order of the following preferences: waste prevention; re-use; recycle/compost; energy recovery; disposal.
2. Audit of Removed items
 - 2.1. The Contractor shall provide an audited account of the disposal methods used for all furniture removed as part of the Services. The audit information shall be provided to the Authority in the form of an electronic report within 30 days of completion of the Services.

The audit shall detail the following as a minimum:

- Tonnes of furniture removed from all sites;
 - Tonnes of furniture intended for reuse;
 - Evidence of arrangements in place including stock turnaround times for redistribution or storage of furniture with the intention of reuse including sale;
 - Evidence of the tonnage of material sent to licensed recycling facilities;
 - Evidence of the tonnage of material sent to licensed disposal facilities.
- 2.2. The Contractor shall provide a report to the Authority of all furniture removed from site intended for reuse as part of the Services in the form of an electronic report within 6 months of completion of the Services. The information detailed in the report may be used for promotional purposes by the Authority.

The report shall detail the following as a minimum:



- Final distribution of all furniture that was intended for reuse correlating to audit figures in 6.1;
- Breakdown of furniture items by number and type and the location/s or organisation/s they were distributed to;
- Details of any furniture items that were disposed of via another method than reuse including tonnage and details of facilities used.

Vehicle Emissions

Using vehicles that are more energy efficient and powered by alternative fuels contributes to reducing the impacts of Climate Change and will assist in the implementation of any Climate Change action plans.

1. London will become a Low Emission Zone on 4th of February 2008 under the Mayor of London's Scheme Order. The vehicles affected are older diesel-engine lorries, buses, coaches, large vans (exceeding 1.205 tonnes unladen weight), minibuses and other heavy vehicles. Where any uncertainty exists regarding a vehicle and its ability to meet the LEZ standards a vehicle compliance check should be undertaken through the Transport for London website at <http://www.tfl.gov.uk/roadusers/lez/default.aspx>.
2. The Authority's premises are in the proposed Low Emissions Zone (LEZ) for London. Tenderers are required to provide emission details of their delivery vehicles with their Tendered Method Statements. Please see the TfL weblink above for further information on the LEZ.
3. The LEZ emission requirements are based on the Euro emissions standards. The information in the table below can be used as an approximate guideline to the Euro standards:

Standard	Vehicle type		
	Passenger (<2.5 t)	Light commercial (<3.5t)	Heavy goods (>3.5t)
Conventionally fuelled vehicle (date of first registration)			
Euro III	1/1/02	1/1/02	1/10/01
Alternatively fuelled vehicle			
Euro III	LPG, CNG or LNG band 2		
Retrofitting			
Euro III	Re-engine Euro II vehicle		

The following sustainability objectives of the contract are covered in the Method Statements:

***Promoting new markets and supporting SME's
Training and employment opportunities provided***

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Suggested Method Statements

STEP 5

Include the method statements relevant to the [Suggested Requirements](#) you selected in Step 4, in part or in full or to form part of the Contract; or use them as the basis for developing your own method to understand how prospective contractors will implement sustainability within your Furniture Disposal service contract.

Sustainability

8.1 Please outline your mechanisms for ensuring that the processes in place to provide the Service are sustainable and designed to reduce any environmental impact. Please concentrate your response on methods employed to:

- 8.1.1 Reduce waste in line with the waste hierarchy as detailed in the Waste Strategy for England
- 8.1.2 Reduce CO₂ emission and other pollutants through vehicles used and transport distances
- 8.1.3 Promote new markets and supporting SME's
- 8.1.4 Demonstrate social responsibility including training and employment opportunities provided
- 8.1.5 Encourage your supply chain to meet the Sustainability Objectives of the contract

Disposal

8.2 Please outline your intended method for disposal of the furniture. Please include details of the following:

- 8.2.1 Management plan for disposing of the materials including a breakdown by tonnage of the disposal method/s to be used
- 8.2.2 Facilities intended for use, including licences held by the facilities
- 8.2.3 Arrangements or formal agreements in place with the intended facilities to accept the material
- 8.2.4 Evidence that will be provided to demonstrate a chain of custody of the removed items to their final disposal facility

Audited Account

8.5. Please provide details of the methods you will use to provide an accurate account of the items removed from [Premises].

- 8.5.1. How will you ensure that the audit is accurate?
- 8.5.2. Please provide details of how you intend to manage the process of auditing the route by which each item is destined (i.e. disposal, recycling or reuse).
- 8.5.3. Provide details of how you guarantee that each item ends up at the destination it is intended as detailed in your tender response.
- 8.5.4. What method will you follow to provide an accurate record of the item removed and disposed of (disposal, recycling or reuse)? How will this be verified before the relevant invoice is passed to the Authority?

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Tender Evaluation Criteria

STEP 6

Include the tender evaluation criteria relevant to the [Suggested Requirements](#) you selected in Step 4. Use the [Tender Evaluation Scoring Matrix](#) as the basis for developing your own scoring method to score tenders against the sustainability criteria. The [Suggested Method Statements](#) you selected in Step 5 should provide the evidence base for your evaluation criteria.

Sustainability Tender Evaluation Criteria

The following tender evaluation criteria were used for the London Fire Brigade contract.

- Disposal Method 15%
- Sustainability 5%

Scoring Criteria

The tender evaluation scoring matrix has been developed according to the methodology set out below:

- | | | |
|---|----------------|---|
| 0 | UNSATISFACTORY | No information provided |
| 1 | POOR | Response suggests Tenderer would have difficulties meeting standards/requirements |
| 2 | SATISFACTORY | Meets standards/requirements |
| 3 | GOOD | Response that exceeds requirements in some areas |

Weighting

It is recommended that the Sustainability criteria account for a minimum of 10% out of the total Tender Evaluation Criteria, this may be broken down into 1 or more criteria as shown above. Each Local Authority will need to make their own judgement as to what weighting for sustainability criteria will be proportional and relevant to the purpose of the contract.

The weightings adopted by London Fire Brigade for sustainability elements have been used in the example below, however this can be altered accordingly to your council's priorities. A quality threshold for sustainability criteria has not been applied. A sustainability weighting of 10% or higher is considered appropriate to influence the quality of prospective contractors response to sustainability. The use of quality thresholds should be considered where a weighting of less than 10% is used or your council has particular minimum commitments on sustainability relevant to the contract. Your own legal team should be consulted on the use of quality thresholds for sustainability on your contract to ensure they fall within EU procurement regulations.

	Selection criteria	Source of Evidence	Quality Threshold	Weighting	Score	Weighted score
Sustainability	Disposal Method	Method Statement 8.2	Nil	15		
	Sustainability	Method Statement 8.1	Nil	5		
	TOTAL			20		
	Comments:					

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Tender Evaluation Scoring Matrix*

Evaluation Criteria		0 Unsatisfactory	1 Poor	2 Satisfactory	3 Good
Sustainability	Ability to deliver sustainability objectives of the contract, including through the supply chain.	<ul style="list-style-type: none"> ○ No evidence provided or policies in place. 	<ul style="list-style-type: none"> ○ Policies in place meet some of the requirements ○ Work with SME's but no policy or procedure to actively seek SME's ○ No evidence of work with supply chain. 	<ul style="list-style-type: none"> ○ Waste reduction programme centred on recycling. ○ Have policies and procedures to reduce emissions. ○ Plan for identifying new markets. ○ Evidence of a training programme. ○ Work with their supply chain to improve sustainability. 	<ul style="list-style-type: none"> ○ Waste reduction programme focuses on upper end of waste hierarchy. ○ Vehicle Emissions exceed LEZ requirements ○ Plan for identifying new markets that actively seeks SMEs. ○ Hold IiP or equivalent accreditation for training and development. ○ Agreements with supply chain reflect sustainability objectives.
Disposal Method	Disposal methods in line with the waste hierarchy and a clear plan outlining, facilities, licences, arrangements to accept materials and chain of custody.	<ul style="list-style-type: none"> ○ Brief plan excluding detail on tonnage and disposal methods ○ No arrangements with any facilities. 	<ul style="list-style-type: none"> ○ Plan details methods but not tonnage. ○ Arrangement for disposal but no evidence of licences for facilities proposed ○ General statement of chain of custody but no evidence provided. 	<ul style="list-style-type: none"> ○ Comprehensive disposal plan including tonnage, predominantly recycling with little or no reuse. ○ Agreement with disposal facilities, with appropriate licences, ○ Facilities are outside of greater London. ○ Evidence of Chain of Custody method provided. 	<ul style="list-style-type: none"> ○ Comprehensive plan including tonnage and methods. Reuse % are close to the performance expectation ○ Facilities are within Greater London and have appropriate licences. ○ Agreements in place account for all materials and define resale plans for reuse items. ○ Evidence of chain of custody method including sign off sheets.

* Your final scoring matrix should be kept as an internal document.

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Key Performance Indicators

STEP 7

This toolkit is designed for a large scale one off furniture disposal contract, as such key performance indicators are not included in the contract. Performance Expectations were detailed in the requirement and can be used as the basis for developing Key Performance Indicators where a furniture disposal contract is to be set up as an ongoing service.

Performance Expectations

The figures below were determined for London Fire Brigade with advice from an expert on furniture reuse and recycling, where the furniture to be disposed of was predominantly high quality office furniture. Removal of all electrical and electronic equipment was managed under a separate contract. Other KPI's for service quality and delivery should be developed as appropriate for your contract.

Several factors need to be considered in determining the suitability of furniture for reuse such as the construction method of the furniture item and the degree of structural integrity that will be maintained as a result of dismantling and reassembly of the item. It is suggested that you seek advice from an industry expert to determine the extent of potential furniture disposal methods in relation to your organisations requirement, particularly to determine the level of reuse potential.

1. Performance expectations of the Authority for disposal are based on the following table:

Furniture Disposal Method	Estimated Potential %
Reuse primary method	68%*
Recycling only	95%
Energy recovery only	100%

*Performance expectations of the London Fire Brigade contract were linked to a cost benefit analysis of disposal methods available and the quality of office furniture to be removed.

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Use of the PQQ by the London Fire Brigade

The following are extracts from the London Fire Brigade PQQ for Furniture Disposal Services that relate to selection of suppliers with more sustainable practices and experience of delivering sustainable disposal options.

Guidance Notes

Expressions of interest are invited from suitably qualified and experienced service providers to provide removal and disposal services who can offer sustainable waste management options for furniture and other items as detailed.

Section A: Commercial Information

A8 Indicate the main areas of activity of the Company and the percentage of the Company's turnover, which each area represents.

AREA OF ACTIVITY	% OF TURNOVER

A9 Where your answer to **A8** reflects that your organisation has a turnover of less than 50% for activities specifically related to this requirement please answer A9a and b below

A9a Please explain how you intend to / have the expertise to provide this service requirement?

A9b Do you intend to use any sub-contractors to provide this service? Please provide full details of the identified sub-contractor including their company registration number, their expertise in providing the relevant services under this requirement and the reasons for their use by your organisation.

Section C: Ability & Technical Capacity

C1 Please provide details in the form of the table below, of no more than 6 previous contracts/arrangements for similar provision of service and supply you have entered into within the past 3 years (highlighting under Scope of Service the sustainable waste management option such as reuse or recycling you used including the proportion of each method undertaken).

CLIENT	DATE	SCOPE OF SERVICE

C3 From the experiences listed above in point C1 please highlight what your organisation has learnt about delivering the required services.



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C4 Under each of the contracts listed above in C1 provide a breakdown of the process you followed to deliver the required services whilst achieving the objective of recycling / reuse of the furniture (depicted as a flow diagram).

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C5 Please explain reasons why your company should be chosen to carry out these services

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C6 Provide a summary of your understanding, and if appropriate, your experience of:

(a) Delivering furniture removal and disposal services that provide sustainable options, such as reuse and recycling.

Section G: Sustainability & Environment

The Authority is encouraging Contractors to review their operations to ensure they have minimal negative impact on the environment, in local, national and global terms.

G1 Is the company currently, or in the process of being accredited to ISO 14001 or equivalent?

YES		NO	
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If **yes** please provide details including appropriate assessment level.

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G2 If your Company is working towards the standards of ISO14001 accreditation or is using another Environmental Management Systems (EMS) please provide appropriate details.

--

G3 If accredited, please state when the last environmental assessment of the Company was carried out and by whom.

DATE OF ASSESSMENT	ASSESSOR

G4 If not accredited, to what other environmental standard is the Company currently assessed and by whom?



STANDARD	ASSESSOR

G5 Provide details of the person[s] responsible to the Company's senior management for the daily administration of matters of the environment and sustainability.

G6 Does your Company have an environmental policy? If YES, please enclose copy to support this

YES		NO	
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G7 Please indicate if you have undertaken any initiatives in the following areas, where you have ticked YES please provide details of activities undertaken. If you have an environmental policy or EMS please detail its achievements:

Theme	Yes	No	Initiative/Achievement
Energy			<i>e.g. setting targets to reduce the organisation's energy usage</i>
Water			<i>e.g. setting targets to reduce the organisation's water usage</i>
Transport			<i>e.g. fuel efficiencies and reduction of vehicle pollution</i>
Waste			<i>e.g. the reduction and recycling of waste products</i>
Purchasing			<i>e.g. buying products and materials that are environmentally friendly</i>
Staff			<i>e.g. encouraging staff to suggest environmental initiatives</i>
Other			

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London Fire Brigade Pricing Schedule

The following is an extract from the London Fire Brigade invitation to Tender for Furniture Disposal Services detailing the pricing schedule. Tenderers were asked to complete the Removal Price; Schedule of Rates for Methods of Disposal by unit and by tonne; and Estimate of Methods of Disposal as detailed on the Form of Tender. Columns headed as Waste Disposal refer to methods of disposal including landfill and incineration for which no value or benefit is derived from the materials. 'Other' methods of waste disposal listed could include waste to energy.

- 1 Cost for the removal of items / furniture as detailed in the Specification (please provide costs for any of the removal elements that may be relevant and provide additional costs where appropriate).

Removal Price		
Item	Removal Element	Price
58	Onsite labour - furniture dismantling	
59	Hire of Skips	
60	Transport	
61	Transport labour	
62	Site Management labour	
63	Other - please specify	
64	Other - please specify	
	Total removal price	

- 2 Cost of disposal per item of furniture for the proposed disposal methods to be used (please complete for all items and for each disposal method proposed).

Schedule of Rates for Methods of Disposal – by unit							
Item No		Item	Unit	Reuse	Recycling	Waste Disposal	Other - please specify
1	Chair	High Back Desk Chair	per item				
2		Low back desk chair	per item				
3		Low back meeting table chair	per item				
4		Easy Chair	per item				
5		Stacking chair	per item				
6		Other Chair	per item				
7	Desk	Straight desk	per item				
8		Radial desk left hand curve	per item				
9		Radial desk right hand curve	per item				
10		Desk mounted dividing screen	per item				
11		Vickers (system) desk	per item				
12		Other desk	per item				
13	Desk Pedestal	3 drawer mobile	per item				
14		3 drawer fixed	per item				
15		2 drawer mobile	per item				
16		2 drawer fixed	per item				
17		Other mobile pedestal	per item				
18		Other fixed pedestal	per item				



Schedule of Rates for Methods of Disposal – by unit

Item No	Item	Unit	Reuse	Recycling	Waste Disposal	Other - please specify
19	Table	Small table square or rectangular	per item			
20		Small table circular	per item			
21		Large table circular or with curved ends	per item			
22		Computer table	per item			
23		Large table square or rectangular	per item			
24		Low level coffee table	per item			
25		Other table	per item			
26	Filing storage / cabinets	2 drawer filing cabinet	per item			
27		4 drawer filing cabinet	per item			
28		Full height with doors	per item			
29		Full height with tambour (roller) front	per item			
30		Full height open	per item			
31		Half height with doors	per item			
32		Half height with tambour (roller) front	per item			
33	Book Cases	Half height open	per item			
34		Other cabinet	per item			
35		Low level open	per item			
36		High level open	per item			
37		Low level with doors (glass or solid)	per item			
38		High level with doors (glass or solid)	per item			
39		Other book case	per item			
40	Other Furniture	Wardrobe	per item			
41		Locker	per item			
42		Safe	per item			
43		Plan Chest	per item			
44		Free standing screen	per item			
45		Coat Stand	per item			
46		Notice boards / pin board	per item			
47		Whiteboards	per item			
48		Waste Bins	per item			
49		Miscellaneous desk items	per item	NA	NA	

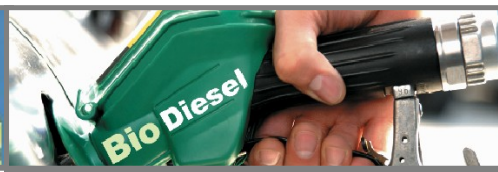


3 Cost for recycling or disposal of materials by tonne (please add any other material types that relate to furniture listed on the inventory).

Schedule of Rates for Method of Disposal – by tonne					
Item No	Material	Unit	Recycling	Waste Disposal	Other - Please Specify
50	Timber	per tonne			
51	Metal	per tonne			
52	Plastics	per tonne			
53	Foam	per tonne			
54	Fabric	per tonne			
55	Paper & Cardboard	per tonne			
56	Miscellaneous desk items	per tonne	NA		
57	Other - please specify	per tonne			

4 Estimates of disposal methods by furniture item (percentages given for disposal methods for each item should total 100%).

Estimates of Disposal Method							
Item No		Item	LFB Inventory estimate	Reuse %	Recycling %	Waste Disposal %	Other %-please specify
1	Chair	High Back Desk Chair					
2		Low back desk chair					
3		Low back meeting table chair					
4		Easy Chair					
5		Stacking chair					
6		Other Chair					
7	Desk	Straight desk					
8		Radial desk left hand curve					
9		Radial desk right hand curve					
10		Desk mounted dividing screen					
11		Vickers (system) desk					
12		Other desk					
13	Desk Pedestal	3 drawer mobile					
14		3 drawer fixed					
15		2 drawer mobile					
16		2 drawer fixed					
17		Other mobile pedestal					
18		Other fixed pedestal					
19	Table	Small table square or rectangular					
20		Small table circular					
21		Large table circular or with curved ends					
22		Computer table					
23		Large table square or rectangular					
24		Low level coffee table					
25		Other table					



Estimates of Disposal Method							
Item No		Item	LFB Inventory estimate	Reuse %	Recycling %	Waste Disposal %	Other %-please specify
26	Filing storage / cabinets	2 drawer filing cabinet					
27		4 drawer filing cabinet					
28		Full height with doors					
29		Full height with tambour (roller) front					
30		Full height open					
31		Half height with doors					
32		Half height with tambour (roller) front					
33		Half height open					
34		Other cabinet					
35		Book Cases	Low level open				
36	High level open						
37	Low level with doors (glass or solid)						
38	High level with doors (glass or solid)						
39	Other book case						
40	Other Furniture	Wardrobe					
41		Locker					
42		Safe					
43		Plan Chest					
44		Free standing screen					
45		Coat Stand					
46		Notice boards / pin board					
47		Whiteboards					
48		Waste Bins					
49		Miscellaneous desk items		Unknown	NA	NA	NA