



SERVICES SPECIFICATION

Provision of Services for the Treatment of Green Waste

**Tender Reference: CCBC Green Waste Treatment
2026**

Contents

1.0 INTRODUCTION	3
2.0 BACKGROUND TO THE PROJECT	3
Green Waste - Kerbside Collections (~7,500* tpa)	3
Green Waste - Parks and Gardens (~ 500* tpa).....	3
3.0 THE SERVICE REQUIREMENTS.....	4
Environmental Permitting	4
Delivery of material	4
Access to site.....	5
Contingency Arrangements.....	5
Quality Control of Green Input.....	5
Procedure for Rejection of Contaminated Loads	6
Disposal of Residue	6
Treatment process	7
Weighbridge and Audit Data	7
Pricing.....	8
4.0 ADDITIONAL INFORMATION.....	9
Collected green waste tonnages 2020 – Date	9
5.0 COMMUNITY BENEFITS.....	10
Training and Employment opportunities	11
Value Added Services	11

1.0 INTRODUCTION

Conwy County Borough Council (the Council) intends to procure contractual arrangements for the treatment of collected green waste to the standards set out in BSI PAS 100:2018 and the Compost from waste: resource framework 2025.

The Council proposes to award a 3-year Contract, with an option to extend for 1-year, commencing 1st July 2026.

The Council estimates an annual composting requirement of approximately 8,000 tonnes, although actual arisings will fluctuate seasonally and can be below or above that figure from year to year. The Contractor shall ensure adequate processing capacity is maintained throughout the year, with particular emphasis on peak summer demand.

No minimum or maximum tonnage is guaranteed.

2.0 BACKGROUND TO THE PROJECT

Conwy County Borough Council, located in North Wales, covers an area of 1,130 km² and serves a population of around 116,000 residents. As a unitary authority, it is responsible for the collection and compliant disposal of all household waste.

Green Waste - Kerbside Collections (~7,500* tpa)

Since April 2020, the Council has operated a subscription-based household garden waste collection service, delivered fortnightly by a third-party contractor using 240L brown wheeled bins.

Collections operate throughout the year, although yields are typically significantly lower between November and February.

Green Waste - Parks and Gardens (~ 500* tpa)

The Council's in-house team undertakes the maintenance and general upkeep of the Council's parks and gardens. This activity generates green waste, such as grass arisings from highway verges and related locations.

****Tonnes are estimated based on collected tonnages from previous years and seasonal fluctuations. Please refer to Section 4 – Additional information for actual collected tonnages.***

3.0 THE SERVICE REQUIREMENTS

Environmental Permitting

The Contractor must manage green waste in full compliance with all relevant legislation, guidance, and any Authority or Natural Resources Wales instructions.

The Contractor shall maintain valid Environmental Permits (EPs) or relevant exemptions for every facility utilised in the acceptance, treatment, or disposal of green waste and any associated process residues generated through the delivery of the service.

EPs must clearly demonstrate:

- Appropriate permitted activities and treatment processes
- Correct European Waste Catalogue (EWC) codes
- Sufficient permitted annual tonnage capacity

All sites must be supervised by a TCM qualified under WAMITAB/CIWM with attendance levels compliant with permit conditions and NRW requirements.

This requirement will be assessed on a **Pass/Fail** basis.

Delivery of material

The Contract **does not** include haulage; all green waste will be delivered directly to the treatment facility by the Council's haulage contractor.

Deliveries of green waste to the treatment facility shall be made via articulated vehicles with walking-floor trailers, skips of varying capacities, RCV's or other vehicles approved for use under this contract.

If the contractor's treatment facility is located within Conwy County, direct deliveries may be carried out using RCVs.

The Contractor must ensure:

- Prompt unloading of all vehicles
- Safe and controlled vehicle movements around the site
- Maximum turnaround times of **10 minutes** for RCV and skip deliveries. **40 minutes** for walking-floor trailer

Access to site

The Contractor must permit authorised officers and contractors unrestricted access to the composting facility and provide assistance as required.

The composting facility shall be open for green waste deliveries from Monday to Friday between 08:00 and 16:30 all year-round, with the addition of being open on 3 Saturdays per year – the Saturday before Christmas, the Saturday after Christmas and the Saturday after New Year (except where these Saturdays fall on Christmas Day, Boxing Day, and New Year's Day).

Occasionally, the Council may require deliveries outside of standard operating hours.

The Contractor may recover reasonable additional costs associated with such requests, subject to prior written authorisation from the Contract Officer.

Contingency Arrangements

Contractors must detail contingency measures to ensure continuity of service in the event of operational disruptions.

Any additional costs incurred during the implementation of contingency plans are the Contractor's responsibility.

In the event that contingency arrangements are invoked, the Contractor shall bear all additional costs incurred in the processing of the green waste.

Quality Control of Green Input

All loads delivered to the facility shall be inspected to verify compliance with the Waste Acceptance Criteria (WAC) and to detect any contamination present.

The WAC for Green Waste is as follows:

1. Permissible green waste comprises organic plant material ordinarily arising from household gardening activities. This includes pruning's, grass arisings, spent plants (e.g., flowering annuals), weeds, leaves, hedge and shrub trimmings, and tree cuttings, including domestic-sized Christmas trees. Incidental quantities of soil may be deemed integral to the waste stream. All material must be delivered to the Composting Site(s) and shall be subject to inspection by the Contractor for compliance with acceptance requirements.
2. Effective composting requires a consistent supply of green waste with very low levels of contamination. The Contractor shall be entitled to reject any incoming load where it can be demonstrated, to the Council's satisfaction, that the load contains

less than 97% organic waste by weight or where the contamination levels exceed the thresholds specified below:

- 3% by weight of non-compostable material such as large boulders, stones, cobbles, bricks, concrete etc.
- 3 % by weight of materials likely to damage or clog processing machinery such as wire strapping, metal and/or textiles
- Significant amount of non-biodegradable material including metal, glass and plastic
- Any logs, stumps and branches in excess of 300mm in diameter.
- Processed foodstuffs or animal by-products
- Any quantities of hazardous waste - asbestos, clinical waste, batteries, oil or tyres.

Procedure for Rejection of Contaminated Loads

The Contractor must notify the Council immediately upon identifying a contaminated load.

Rejected loads must:

- Be isolated in a designated quarantine area
- Remain untouched until inspected by an authorised officer
- Only be disposed of with the Council's approval and at an agreed fee

Disposal of Residue

The Contractor shall be fully responsible for the treatment, disposal, and all associated costs of any residue waste and/or bypass materials generated through the provision of the Service.

The Contractor shall, at their own cost, utilise suitably licensed waste disposal facilities for the disposal of all such residues.

The Contractor shall provide the Council with full details of all disposal facilities used, including copies of the applicable EP's for each site.

Contaminants contained within accepted loads of green waste shall likewise be deemed residual waste.

Treatment process

Green waste should be treated through a certified composting process, such as in-vessel composting (IVC) or open-windrow composting where appropriate. These recognised treatment methods ensure controlled processing, compliance with quality standards, and the production of safe, high-quality compost.

All compost produced in connection with this Contract shall be certified to PAS 100 and shall maintain such certification throughout the term of the Contract.

Conwy County Borough Council mandates PAS 100 certification in order to improve confidence among end users in the quality of composted materials; PAS 100 assures that compost is safe, reliable, and manufactured to a recognised standard of quality.

PAS 100 compliance confirms that the treated material meets End-of-Waste criteria and is eligible to be counted towards statutory recycling performance under the Waste (Wales) Measure 2010.

The requirement for PAS 100 certification shall be evaluated on a **Pass/Fail** basis.

Weighbridge and Audit Data

Within seven days following each month end, the Contractor shall provide electronic records of all green waste deliveries. The data supplied shall include:

- Weighbridge transaction times
- Ticket numbers
- Vehicle registration
- Driver name and signature
- Waste type and EWC code
- Fleet reference – Haulier name
- Gross, tare, and net weights

A Duty of Care waste transfer note shall be maintained and may be issued as an annual or season-ticket arrangement.

Compost

Approximately 100 tonnes of compost per annum should be made available to Conwy County Borough Council departments, residents, and community groups upon request.

The Contractor will retain all financial benefits from the sale or beneficial use of the compost produced.

Pricing

Payment will be based on a **gate fee (£/tonne)**, which must cover all costs associated with the receipt, handling, treatment, and processing of green waste.

Contractors must submit a price for each Lot they wish to be considered for, as per table 1.

Each Lot will be evaluated **independently**, and a Contractor may be awarded one or more Lots.

Contractors may also provide a price per tonne (£/t) for exclusive tonnage (Lot 5).

Each Lot will be evaluated separately with each Lot scoring up to 90% each.

Lot	Tonnage band per annum **
Lot 1	Up to 2000t
Lot 2	2000t
Lot 3	2000t
Lot 4	2000t
Lot 5 Exclusive tonnage	8000t

Table 1

****Tonnages are estimated averages based on collected tonnages from previous years. Please refer to Section 4 – Additional information for actual collected tonnages to date.**

Key Pricing Requirements:

- Contract rates fixed for the first 12 months.
- CPI must be submitted in writing for any extension period. The rate shall be varied in accordance with the Retail Price Index statistics published by the Government.
- Prices must **exclude** VAT
- All tendered rates must reflect full compliance with this specification, including treatment, residue management, data provision, and all statutory requirements.

- The Contractor will retain all financial benefits from the sale or beneficial use of the compost produced.

Invoicing and Payment

- The successful Contractor shall submit monthly itemised invoices, supported by weighbridge data.
- Payment will normally be made within 30 days of receipt of a valid invoice.

Additional Clarification

For the avoidance of doubt, the Council is not required to accept the lowest gate fee. The overall cost to the Council of transporting material to a facility may be greater than that associated with an alternative gate fee that does not require additional haulage.

4.0 ADDITIONAL INFORMATION

Collected green waste tonnages 2020 – Date

Green waste - Kerbside Collections							
		2020/21	2021/22	2022/23	2023/24	2024/25	2025/26
	April	576.32	748.42	637.8	738.96	793.12	703.66
	May	878.44	689.28	801.64	1189.2	1123.63	703.66
	June	956.16	1094.72	780.58	844.12	1036.55	810.87
	July	956.55	956.28	602.49	767.54	1050.76	882.94
	Aug	840.96	861.04	631.35	1013.42	935.99	721.96
	Sept	921.86	906.4	621.28	916.76	733.76	635.8
	Oct	650.98	636.52	602.034	799.54	695.85	704.72
	Nov	526.5	539.78	516.32	475	511.06	456.78
	Dec	242.84	326.14	252.24	255.85	313.54	241.49
	Jan	232.32	283.68	244.52	237.8	224.76	157.94
	Feb	235.55	257.05	381.06	330.68	254.16	224.18
	Mar	593.37	563.23	419.94	475.54	549.86	
Annual KS Total		7611.85	7862.54	6491.25	8044.41	8223.04	6244.00

Green Waste - Parks & Gardens							
		2020/21	2021/22	2022/23	2023/24	2024/25	2025/26
	April	7.36	16.16	18.68	3.4	5.38	5.26
	May	0	14.76	12.16	5.84	6.96	19.66
	June	19.68	14.68	9	17.6	7.6	5.22
	July	21.14	21.04	9.52	6.92	6.12	12.44
	Aug	14.84	14.74	15.34	12.92	11.06	6.84
	Sept	21.04	21.18	18.18	8.8	16.12	18.02
	Oct	36.36	24.46	22.67	20.4	19.74	14.64
	Nov	45.3	34.1	30.9	28.48	43.24	8.84
	Dec	18.36	18.24	20.74	10.76	33	14.62
	Jan	13.12	16.94	11.3	21.44	31.1	9.26
	Feb	17.72	19.4	15.8	18.28	11.04	11.66
	Mar	12.76	17.6	4.96	3.68	3.54	
Annual P&G Total		227.68	233.3	189.25	158.52	194.9	129.46

Total Green Waste Arisings							
		2020/21	2021/22	2022/23	2023/24	2024/25	2025/26
	Tonnage:	7839.53	8095.84	6680.5	8202.93	8417.94	6370.46
	Average:	7601.20					

It remains a requirement that all compost produced under this Contract meets **PAS 100** standards. Please refer to Section 3 – Treatment Process.

5.0 COMMUNITY BENEFITS

Procurement is viewed as a key driver for delivering the Council's sustainable development commitments. The organisation's commitment to deliver 'community benefit' outcomes from our procurement activity is designed to ensure that wider social, environmental, and economic issues are considered when spending public money.

At award of contract, the successful contractors will be expected to work with the category officer to maximise the community benefits delivered through this contract. This will include: -

Training and Employment opportunities

Consider the opportunities to offer employment and / or training opportunities as part of the contract which could include the recruitment and training of long term economically inactive persons as part of the workforce delivering this contract.

Consider the ability to maintain and/or retrain current employees as a result of winning the contract.

Value Added Services

The successful Contractors will also be encouraged to secure other value-added, positive outcomes that would benefit the community they operate within, for example: -

- Work with local colleges - work experience/work placements
- Contribute to community regeneration schemes

Please note, the examples given are not an exhaustive list and the Council welcomes additional solutions which support the ethos of community benefits.

As part of your tender, you are asked to submit a Community Benefits Plan/Proposal, setting out how you will deliver 'community benefits' through the contract.

Although the Community Benefits Plan/Proposal **will not be evaluated or scored** as part of the tender process, there will be an expectation that any proposal put forward by Contractors is fulfilled. The method of delivery will be agreed with the PM/CO on award and progress on this element of the contract will be monitored.