

LOT 1 ADDENDUM SPECIFICATION – RRF (RECYCLING RECOVERY FACILITY)

Temporary Recruitment Contract – CWM Environmental Ltd

1. Scope of Lot 1 (RRF Services)

This Addendum applies exclusively to **Lot 1 – Recycling Recovery Facility (RRF)** and shall be read in conjunction with:

- Volume 2 – Specification
- Volume 3 – Standard Services Contract
- ESPD (Selection Questionnaire)
- All Appendices

Where there is conflict, **Volume 3 Clause A6 (Order of Precedence)** shall apply.

The Contractor shall supply **temporary labour to RRF operations**, supporting waste sorting, processing, and material recovery activities in a **high-volume, safety-critical environment**.

2. Mandatory Supplier Qualification Requirements (Lot 1 Specific)

To be considered compliant for Lot 1, Tenderers **must demonstrate all of the following**:

2.1 Relevant Experience

- Minimum **3 contracts within the last 12 months** supplying labour to **recycling facilities**
- Provision of **3 client references** for recycling operations
- Evidence of **roles supplied within waste/recycling environments**

2.2 Operational Capability

Tenderers must provide:

- Example **worker induction documentation** used in recycling facilities
- Evidence of **toolbox talks specific to waste/recycling roles**
- Demonstration of at least **one Social Value initiative relating to workforce employment**

2.3 Industry Accreditation & Compliance

Suppliers must hold (or commit to obtain prior to contract award):

- ISO 9001 (Quality Management)
- ISO 14001 (Environmental Management)
- GLAA Licence
- Membership of:
 - Association of Labour Providers
 - Stronger Together
 - Slave Free Alliance

2.4 Insurance Requirements (Lot 1 Minimum)

- Employers Liability: £10m
- Public Liability: £10m
- Professional Indemnity: £5m
- Cover must include **supervision, direction and control of workforce**

(Aligned with Volume 3 Clause E1 insurance framework)

3. Service Delivery Model – RRF Managed Service

Lot 1 requires a **fully managed service model**, not ad hoc supply.

3.1 Employment Model

The Contractor shall provide:

- Workers engaged under **PAYE-compliant arrangements**
- Guaranteed hours contracts (risk held by Supplier)
- Statutory entitlements including:
 - Sick pay
 - Maternity/Paternity pay
 - Pension contributions

(Aligned with Volume 3 Clause G7 – PAYE compliance)

3.2 On-Site Management Structure

The Contractor shall provide:

- **On-site Account Manager** – minimum 2 days per week

- **Dedicated Team Leader** covering all shifts
- **24/7 on-call support** for operations

3.3 Workforce Performance Management

The Contractor shall:

- Conduct **daily performance monitoring**, including:
 - Pick rate checks
 - Material quality checks
- Operate **worker incentive schemes (at supplier cost)**
- Deliver **Employee Assistance Programme (EAP)**
- Maintain **bio-metric clocking systems**

3.4 Fulfilment & Responsiveness

The Contractor must:

- Replace **no-show workers within 2 hours**
- Provide **weekly reporting** covering:
 - Fulfilment rates
 - Spend
 - Worker performance

4. Health, Safety & Compliance (Lot 1 Specific)

Given the safety-critical RRF environment, the Contractor must comply with:

- Health and Safety at Work etc. Act 1974
- Site-specific risk controls
- Volume 3 Clause B8 obligations

4.1 Mandatory Safety Controls

- Drug & alcohol testing for **minimum 10% of workforce annually**
- Role-specific **toolbox talks**
- Induction prior to assignment

4.2 Personal Protective Equipment (PPE)

The Contractor shall supply, at its own cost:

- Cut 5 gloves
- Safety boots
- Safety glasses
- Hard hat
- Hi-vis vest
- Full uniform (T-shirts, jumpers, ballistic trousers)
- Waterproofs

5. Performance Management (Lot 1 KPIs)

Performance shall be managed in accordance with:

- Volume 3 Clause B11 (KPI & Service Credits)

5.1 Core Lot 1 KPIs

The following shall be designated as **Critical KPIs**:

- Fulfilment rate
- Time to fill (including 2-hour replacement requirement)
- Worker productivity (pick rate)
- Quality of material sorting
- Health & safety compliance
- PAYE compliance

Failure of any Critical KPI may constitute **Material Breach**.

6. Social Value Requirements

In line with:

- Well-being of Future Generations (Wales) Act 2015
- Volume 3 Clause B7

The Contractor shall:

- Demonstrate **local employment initiatives**
- Support workforce wellbeing and progression

- Provide evidence of **ethical labour practices**

7. Integration with Procurement & Selection Requirements

This Lot 1 Addendum aligns with ESPD requirements, including:

- Exclusion grounds (fraud, corruption, modern slavery etc.)
- Financial standing
- Technical capability
- Health & safety compliance
- Environmental and quality systems

8. Lot-Specific Compliance Statement

Tenderers bidding for Lot 1 must:

- Confirm full compliance with this Addendum
- Provide all supporting evidence within their Tender
- Accept that failure to meet mandatory Lot 1 requirements may result in:
 - Rejection of Tender
 - Disqualification from Lot 1

9. Contractual Status

This Addendum:

- Forms part of **Schedule 1 (Specification)** under Volume 3
- Is **legally binding upon award**
- Applies only to **Lot 1 – RRF**