

JOINT WASTE DISPOSAL BOARD
11 MARCH 2004

PROJECT UPDATE
(Report by Project Director)

1. INTRODUCTION

- 1.1 The purpose of this report is to summarise the progress of the project and associated procurement since the last meeting of the Joint Waste Disposal Board ('JWDB') on 2nd October 2003.
- 1.2 During this period the main focus of work has been managing the Invitation to Negotiate ("ITN") phase of the project and developing detailed proposals for the inter-authority arrangements that need to be put in place between the partner Councils. Progress on the development of the Joint Working Agreement and associated Financial Allocation Mechanism are the subjects of separate reports.

2. RECOMMENDATION

- 2.1 **That the Board notes the progress of the procurement process.**

3. SUPPORTING INFORMATION

- 3.1 Municipal Waste Management Strategy Statement
- 3.2 Following its approval at the JWDB meeting of 2nd October 2003 the Municipal Waste Management Strategy Statement has been considered and formally adopted by each of the partner Councils.
- 3.3 Responses to Invitation to Negotiate and Bid Evaluation
- 3.4 Following the last meeting of the JWDB each of the Councils approved the Output Specification and the full Invitation to Negotiate ("ITN") was then issued to the four short listed bidders on 23rd October 2003.
- 3.5 A return date of 30th January 2004 had originally been set for the return of ITN responses however a request for an extension of two weeks was received and agreed with a revised deadline of 16th February 2004.
- 3.6 During the bid preparation phase bidders were offered opportunities to meet with the Councils' Joint Project team at milestone meetings and detailed clarification responses were provided when requested.
- 3.7 By the ITN submission deadline responses to the ITN had been received from two firms and the Chairman of the JWDB and Project Director opened bid responses on 17th February 2004.

- 3.8 The Councils' Joint Project Team ("JPT") of officers and consultant advisers is now engaged in the evaluation of bid submissions against the principal evaluation criteria endorsed by JWDB at its meeting of 5th March 2003 and in accord with the established Integrated Evaluation Methodology developed by the JPT prior to the receipt of the ISOP submissions.
- 3.9 The outcome of the evaluation process, detailed Evaluation Report and consequent recommendations will be brought to the next meeting of the JWDB for Members' consideration.
- 3.10 Officers are considering inviting presentations for Members of the JWDB from the firms that have submitted responses to the ITN. Members are asked to consider whether they would wish to receive such a presentation from bidders detailing the key aspects of their proposals.
- 3.11 Project Organisation
- 3.12 The role of Project Director is pivotal a role in the project organisation, being responsible for the overall conduct of the procurement.
- 3.13 Members may be aware of recent organisational changes in the structures of Bracknell Forest Borough Council. In the light of these senior officers from each of the Councils the arrangements for the leadership of this project have been considered and the Councils agreed to the continued engagement of the current Project Director in this role for the term of the procurement.
- 3.14 Project Timetable
- 3.15 An updated high-level project timetable outlining the anticipated progress of the key remaining stages of the procurement is set out below.

Stage	From	To
Issue of ITN	October 2003	
Tender period	October 2003	January 2003
Evaluation of bids	March 2004	May 2004
Best and Final Offer	May 2004	September 2004
Selection of Preferred Partner	September 2004	
Negotiations to contract award and financial close	September 2004	December 2004

4. LEGAL IMPLICATIONS

- 4.1 None arising directly as a result of this report.

5. FINANCIAL IMPLICATIONS

- 5.1 None arising directly as a result of this report.

Background Papers - nil

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