



PO Box 21  
 HALLS CREEK WA 6770  
 Tel: (08) 9168 6007  
 Fax: (08) 9168 6235  
 Email: [dhrs@hcsire.wa.gov.au](mailto:dhrs@hcsire.wa.gov.au)

25 September 2018

### **Request for quote: Halls Creek Annual Verge Side Hard Waste collection.**

The Shire requests for quotations for the Halls Creek annual verge side waste collection which is scheduled for 12-21 November 2018. Collection is done on weekdays only.

#### **Scope of work:**

The materials collected through verge side collections include both hard and green waste. **Hard wastes** are loosely defined as those large items that cannot be disposed of through the containerised kerbside waste collection system. Hard waste collections include items such as large household junk, furniture, white goods, electronic items and mattresses. The term **green waste** refers to biodegradable materials. Green waste collections predominantly feature garden wastes such as brush or tree cuttings. The waste is collected from the road verge side and transported to the waste management site. The waste should be sorted according to waste streams and deposited at the waste management site as instructed by the tip attendants.

It is desirable that the contractor diverts materials that are judged as usable. The tip attendants should be advised of these materials at the tip gate.

The Contractor should communicate with residents to promote the service and address their needs, within reason.

The majority of Halls Creek town residents will not put waste on the verge until they see collection taking place. Waste will then be deposited on the kerb after the contractor has passed the site. The timeframe therefore allows for 2 rounds of collection throughout the town.

#### **Specifications:**

- i. Contractors should report to the Shire Office for updates with Senior Environmental Health Officer (SEHO) Dean Graham or Senior Ranger (SR) Katie Walker every morning at 08.00hrs and when requested.
- ii. Waste deposited at the landfill site should be separated according to waste streams. This can be achieved by collecting different waste streams or separating the waste on the truck to enable the waste to be deposited separately.
- iii. Separate green waste and hard waste collection to ensure green waste is not contaminated.
- iv. Contractor should provide data on hard waste collections and performance, information to include;
  - Work load data – type and quantity of materials collected and tipped
  - Street where waste is collected
  - Date and Time of collection
  - Waste diverted from the tip ie reused or recycled
  - Details of property damage to council assets and private assets

- Detailed time sheet
- v. A mop up round should be conducted once all the streets have been covered
- vi. When using a skid Steer or other plant, contractors to avoid sharp circles that damage the road seal. Contractors to avoid damage to other infrastructure on the road verge.
- vii. Hard waste to be collected from residential areas only.
- viii. The following should not be collected, and if found, the SEHO or Snr Ranger should be informed immediately;
  - Asbestos containing materials
  - Demolition and construction waste
  - Domestic rubbish and food
- ix. At the end of the collection period, the Contractor will carry out a joint inspection of all roadside verges with SEHO Dean Graham, who should be satisfied that all the waste has been collected as per contract.
- x. Contractor to demonstrate proficiency in health and safety, both for the contractor's employees and the general public.
- xi. For safety reasons, residents may place waste just within their yard boundary. The contractor is expected to pick up such waste.
- xii. Flexibility in the implementation of verge side collection is desired. The terms of agreement can be varied if agreed with the SOHC Dean Graham. Contractor to allow the Shire to request reasonable changes to the service during the contract period, eg to increase the efficiency and effectiveness of the service.
- xiii. Public liability insurance in excess of \$20m is required.

*Desirable*

- xiv. Ability of the contractor to communicate with resident and encourage the use of the service.
- xv. Ability of the contractor to assist elderly and disabled residents who are unable to move waste to the road verge.
- xvi. The contractor should keep a timesheet showing start times, breaks and time of completion on each day.

Issues for consideration during selection:

- Public liability insurance – minimum value \$20m
- Sound OHS policies and procedures and practices
- Provide a detailed description of available resources
- Provide a detailed description of previous experience
- Provide pricing detail – lumpsum cost will be considered

We cannot predict the amount of waste that will be put out, but we expect the contractor to provide detail of waste stream and quantities collected.

If you want to discuss any of the above or make suggestions, please feel free to contact Musa Mono on 08 9168 6007 or email [dhrs@hcsaire.wa.gov.au](mailto:dhrs@hcsaire.wa.gov.au).

All quotations must be received on or before 4:00pm on Friday 19 October 2018.

Musa Mono  
Director Health and Regulatory Services.