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11/04/2025

Invitation to Tender: Norwich Waste and Recycling

About Norwich BID

Since 2012, Norwich BID has worked on behalf of over 700 businesses in the Norwich area. The BID is funded, managed and led by these businesses, and – during the course of the last decade – the team have delivered work which has a meaningful impact on people who live and work in Norwich. Our vision is to drive sustainable success for Norwich, to make it the most sought after city in the UK to live and work.

Environmental sustainability is at the core of our business. We understand that one of the greatest challenges to our city is how we look after our natural environment. The natural environment has two great strengths: its people and its place. The challenge of looking after our city (place) provides a fantastic opportunity to bring together the businesses and community (people) to take collaborative.

Brief

Norwich BID is seeking to secure a preferred supplier to provide waste and recycling services to businesses in Norwich. The primary objectives of the exercise are:

- a. a simple solution to provide businesses with reliable collections of general, recycling and food waste
- b. To maximise the opportunity for businesses to increase their recycling rate by providing collection of mixed recycling and food waste to exceed the UK target of 65%
- c. a shared procurement scheme to create economies of scale, resulting in significant cost savings for involved businesses.
- d. creation of a system to measure recycling rates of both individual businesses and across the city
- e. to provide a traceable and sustainable methodology for waste processing and disposal

Services required, types of waste and business size:

Primary Aims:

Norwich BID is seeking a company to manage waste collection for a wide range of Norwich SMEs in a sustainable, cost-effective and efficient way. By this, we mean that the awarded actor should;

- aim to recycle as much of the waste collected in an environmentally sustainable way;
- do so in an economically viable and appealing way;
- collect the waste in a way that is efficient for themselves, local business owners and residents

We conducted audits and a survey to identify key waste streams. Of the 13 types of waste assessed, the most prominent among Norwich SMEs are:

1. Paper / Cardboard: 82% of respondents;
2. Plastic Waste: 75% of respondents;

Other notable streams include:

3. Food / Organic Waste: 41% of respondents;
4. Residual: 28% of respondents;
5. Glass: 22% of respondents.

Secondary Aims:

- a. It is also hoped that a single preferred supplier can reduce the number of vehicles passing through the city centre

Criteria for awarding the contract

The contract will be awarded based on the following criteria:

- Completion of the Norwich BID Waste and Recycling Questionnaire, found at Norwichbid.co.uk
- Provision of organisational information, including the relevant recycling and environmental credentials and licenses
- Names and experience of key contacts/account management
- Outline how you and your organisation meet our aims listed above in terms of skill and experience
- Contact details for two references that could comment on your ability to deliver this work
- Estimated costs for waste collection based on economies of scale for 240l DMR, general waste, food waste
- Supporting statement which outlines how process different waste streams

Your key contact for enquiries is Michael Yates or Oliver Chaplin, who are contactable at Michael.yates@norwichbid.co.uk and Oliver.Chaplin@norwichbid.co.uk. If you require paper copies of the Norwich BID Waste and Recycling Questionnaire, please contact Michael or Oliver at the email addresses above.

You are welcome to provide your response in any format you wish, however, **all** questions are addressed. You are welcome to enclose further generic materials that are appropriate. Please return your response to Oliver.chaplin@norwichbid.co.uk. **The deadline for responses is 5pm on Friday 6th June 2025.**

Yours sincerely,

Michael Yates
Sustainability Lead and Project Manager