

	Officer Key Decision
	Report to the Corporate Director of Neighbourhoods and Regeneration
	Lead Cabinet Member for Public Realm and Enforcement
	Date of Decision: 16 March 2026
Approval to authorise the West London Waste Authority to award a contract for Bulky Waste Material Collection Services	

Wards Affected:	All
Key or Non-Key Decision:	Key Decision
Open or Part/Fully Exempt: <small>(If exempt, please highlight relevant paragraph of Part 1, Schedule 12A of 1972 Local Government Act)</small>	Part Exempt – Appendix 1 is exempt as it contains the following category of exempt information as specified in Paragraph 3, Schedule 12A of the Local Government Act 1972, namely: "Information relating to the financial or business affairs of any particular person (including the authority holding that information)"
No. of Appendices:	Appendix 1 – Names of Tenderers (exempt) Appendix 2 – Evaluation Grid
Background Papers:	N/A
Contact Officer(s): <small>(Name, Title, Contact Details)</small>	Name: Rashmi Agarwal Job Title: Head of Service Development and Contracts Performance Email: rashmi.agarwal@brent.gov.uk

1.0 Purpose of the Report

1.1 This report requests authority to authorise the West London Waste Authority (WLWA) to award a contract as required by Contract Standing Order 88.

- 1.2 This report summarises the process undertaken by the WLWA in procuring a contract and, following the completion of the evaluation of the bids, recommends to whom the contract should be awarded and requests approval to authorise the WLWA to award the contract.

2.0 Recommendations

That the Corporate Director of Neighbourhoods and Regeneration:

- 2.1 Notes the Cabinet Member for Public Realm and Enforcement has granted an exemption from the requirement to tender for a Contract for the Bulky Waste Material Collection Services.
- 2.2 Approves authorising the West London Waste Authority to award a contract for the Bulky Waste Material Collection Services for a period of three (3) years with an option to extend for a further one (1) year in the sum of £1.4m. Please note that this is not a contract cost to the council but is funded through the charge paid by residents when booking collections.
- 2.3 Approves entry into a Service Level Agreement with the West London Waste Authority to cover respective responsibilities of parties.

3.0 Background

- 3.1 The council requires provision of a material collection service for bulky items that cannot be disposed off using the recycling and waste collection service provided by Veolia. Council officers have sought and obtained from the Cabinet Member for Public Realm and Enforcement to grant an exemption from the usual Contract Standing Orders requirements to tender for Medium Value Contracts in respect of a contract for Bulky Waste Material Collection Services, by delegating authority to the WLWA to lead on the procurement. The procurement process was undertaken to appoint a new Bulky Waste Material Collection Services supplier. This service was first procured by WLWA for the first time in May 2023 to provide bulky waste material collection services across four boroughs including Brent. The current contract will expire in May 2026 and needed to be reprocured to continue current service obligations.
- 3.2 WLWA have undertaken a procurement exercise and identified a contractor providing the most advantageous offer in accordance with relevant evaluation criteria and therefore recommend award of a contract for the Provision of Bulky Waste Material Collection Service.

The Procurement Process

- 3.3 The procurement was carried out via WLWA's Dynamic Purchasing System (DPS) and fell within scope of the Public Contract Regulations 2015 (as

amended). This approach allowed suppliers to submit tenders following a period of market testing conducted by the Contract Manager. As a niche market offering, there still remains a limited number of suppliers capable of delivering such services that can accommodate both current service capacity and the required future scalability.

3.4 Advertisements were placed on WLWA's Dynamic Purchasing System (DPS) on 27 November 2025. Contractors were provided with an outline specification and details of the tender approach.

3.5 All tenders had to be submitted electronically no later than 9 January 2026. Following the closure of the tender submission date on Friday 9th January 2026, the WLWA received three bids.

3.6 The tendering instructions stated that the Contract would be awarded on the basis of the most advantageous offer and that in evaluating tenders, the WLWA would have regard to the following:

- Price – Bidders were required to complete a simple pricing schedule with the insertion of a 'cost per collection amount' (which was considered the 'final price'). Pricing constituted 60% of the overall weighting.
- Quality – Bidders were required to provide six method statements that were all individually weighted and scored between 0-5. Bidders scoring a 2 or under against any single criteria were disqualified from the process. These scores were then independently evaluated, collated and moderated to provide a total quality score. The quality/technical element (weighting 40%) of the evaluation was structured in the following way:

1: Logistics and Operations 25%

2: Booking Platform and Dashboard 15%

3: Compliance, Health and Safety 20%

4: Contingency Arrangements and Contract Mobilisation 15%

5: Contract and Performance Management 10%

6: Carbon Reduction and Social Value 15%

3.7 Any Tenderers were required to submit a method statement about compliance and health and safety. This method statement accounted for 20% of the scoring of the quality element. As per specifications, tenderers were being scored on their ability to supply or demonstrate relevant insurances (vehicle, public and employer liability etc.), TfL requirements, Health and Safety and Modern Slavery Policy,

Evaluation process

- 3.8 The tender evaluation was carried out by a panel of officers from West London Waste Authority and Brent Council.
- 3.9 Each member of the evaluation panel read the tenders and carried out an initial evaluation of how well they considered each of the award criteria was addressed in the tender.
- 3.10 The panel met on 26 and 28 January 2026 and each submission was marked by the whole panel against the award criteria.
- 3.11 The names of the tenderers are contained in Appendix 1. The scores received by the tenderers are included in Appendix 2. It will be noted that Contractor B, Litta App Limited, was the highest scoring tenderer. Officers therefore recommend the award of the Contract to Contractor B, namely Litta App Limited.
- 3.12 The Contract will commence on 1 May 2026, subject to observation of the requirements of the standstill period.

4.0 Stakeholder and ward member consultation and engagement

- 4.1 A market engagement exercise with stakeholders was undertaken by West London Waste Authority prior to the procurement process to test whether there are suppliers who can deliver the required collection services for multiple materials across its constituent boroughs. West London Waste has also consulted participating boroughs to input in the procurement exercise and Brent was part of the tender evaluation panel.
- 4.2 The lead member has been consulted and kept updated on the current procurement process.

5.0 Additional background

- 5.1 This report recommends that the Corporate Director of Neighbourhoods and Regeneration authorises the West London Waste Authority to award the Contract. The total value of the Contract is estimated at £1.4 million excluding VAT, for a period of 3 years with an option to extend for a further 1 year.
- 5.2 Some of the general benefits with West London Waste Authority led contracts are:
- Scalable service capable of handling material (bulky) collections across the WLWA area that covers 6 Boroughs – Brent, Ealing, Harrow, Hillingdon, Hounslow and Richmond upon Thames.
 - Management of an online booking service portal with access primarily via (www.westlondonwaste.gov.uk/bulky-waste) and Borough's own websites.

- Dedicated customer service support inc. dedicated email address & contact number.
- Residential property collections.
- Digital platform capable of handling payments, receipts, refunds, cancellations & discounted or free collections and customer service-related requirements where applicable.
- Adherence to a prescribed list of material or bulky items (periodically reviewed).
- 7-day a week collection service.

6.0 Financial Considerations

6.1 Part 3 of the Council's Constitution states that the Corporate Director, Jehan Weerasinghe has delegated authority to approve the award of contracts for Bulky Waste Collection Services valued at less than £2 million.

6.2 The total value of this contract for (3+1) years is estimated at £1.4 million excluding VAT. This value is based on estimated 10,000 collections per year at the cost of £35 per collection. The cost per collection will be subject to an inflationary increase on the 1st of May of each year of the contract.

6.3 The cost of this contract will be funded from the charges collected from the residents booking the collection service. The current Bulky Waste charge per collection is £55 and will increase to £60 on 1st May 2026. This fee is reviewed annually as part of the Council's budget setting process, and the inflationary increase to the contract cost will be taken into account with the proposed charge each year. The fee collected, funds the cost-of-service provision and generates a small income to the council.

6.4 Financially, LITTA App Limited were assessed as part of the procurement process by WLWA. This concluded there was no major concern for financial impact that impedes the award to this company.

6.5 WLWA further reduce the financial risk due to paying suppliers 30 days post delivery of services. This contract does not have any payment mechanisms where the contractor will be due any upfront payment.

7.0 Legal Considerations

7.1 The Contract that Officers are proposing to award is valued at £1.4 million over the contract term and the Contract is thus classified as a Medium Value Contract under Contract Standing Order 82. Contract Standing Orders provide that a Medium Value Contract should be procured by seeking tenders. For the reasons detailed in Section 3 of the report, Officers sought and obtained approval from the relevant Cabinet Member pursuant to Contract Standing Order 84(a) to waive the Contract Standing Orders to delegate authority for the

West London Waste Authority (WLWA) to lead on the procurement for the Bulky Waste Material Collections Services using their standing orders.

- 7.2 The contract was procured using a Dynamic Purchasing System established under the Public Contracts Regulations 2015 (PCR 2015) by the WLWA prior to 24 February 2025, as such the procurement is governed by the PCR 2015
- 7.3 Officers are also seeking authority from the Corporate Director, Neighbourhoods and Regeneration, to approve entry into a Service Level Agreement with the WLWA to cover the respective responsibilities of the parties.
- 7.4 Under the Council's constitution, the Corporate] Director, Neighbourhoods and Regeneration, has delegated powers to award contracts valued up to £2 million for goods and services provided that:
- (a) the award of contract or approval of the agreement would not place the Council in breach of procurement legislation.
 - (b) there is sufficient budgetary provision.

For the reasons set out in Sections 6 and 7, these conditions have been met and the Corporate Director has delegated powers to award the Contract.

- 7.5 The decision to award the Contract will be subject to call-in as provided for in the Council's Constitution. As the procurement of the Contract is from a dynamic purchasing system, there is no requirement to observe a 10 day standstill period under the PCR 2015, although the WLWA intend to observe a voluntary 10-day standstill period. Subject to no challenge preventing award, Officers will seek to implement the decision to award.
- 7.6 As the decision that is being sought here is a Key Decision, the decision may not be taken by the Corporate Director unless this matter has been published on the Forward Plan. The Key Decision must be published on the Forward Plan (Paragraph 30 of the Access to Information Rules) and must be included on the Forward Plan not less than 28 days before the decision is to be made. (Paragraph 34 of the Access to Information Rules). The decision to award has been on the Forward Plan for the requisite 28 days.
- 7.7 Officers have been advised by the WLWA and current contractor that there are unlikely to be any TUPE implications under the Transfer of Undertakings (Protection of Employment) Regulations 2006.

8.0 Equity, Diversity & Inclusion (EDI) Considerations

- 8.1 Pursuant to s149 Equality Act 2010 (the “Public Sector Equality Duty”), the Council must, in the exercise of its functions, have due regard to the need to:
- (a) eliminate discrimination, harassment and victimisation and other conduct prohibited under the Act
 - (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; and
 - (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it,
- 8.2 The Public Sector Equality Duty covers the following nine protected characteristics: age, disability, marriage and civil partnership, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
- 8.3 Having due regard involves the need to enquire into whether and how a proposed decision disproportionately affects people with a protected characteristic and the need to consider taking steps to meet the needs of persons who share a protected characteristic that are different from the needs of persons who do not share it. This includes removing or minimising disadvantages suffered by persons who share a protected characteristic that are connected to that characteristic.
- 8.4 There is no prescribed way the council must exercise its public sector equality duty but having an adequate evidence base for its decision is necessary.
- 8.5 The proposals in this report have been subject to screening and officers believe that there are no adverse equality implications.
- 8.6 Officers believe that there are no health equalities implications.

9.0 Climate Change and Environmental Considerations

- 9.1 The award of the Contract and the services to be delivered align with the Council’s core themes of environmental sustainability and social responsibility.
- 9.2 Both the Borough Plan and Climate & Ecological Emergency Strategy include commitments to expand recycling and reuse services in the Borough, thereby, increasing recycling and reducing waste. Diverting more waste from general disposal methods to recycling / reuse is proven to reduce the amount of greenhouse gases produced and allows for the repurposing of materials in the use of manufacturing thus reducing the need to use virgin resources.

10.0 Human Resources/Property Implications (if appropriate)

- 10.1 This service is currently provided by an external contractor and there are no implications for Council staff arising from the re-procurement of the contract.
- 10.2 Officers have been advised by the WLWA and current contractor that there are unlikely to be any TUPE implications under the Transfer of Undertakings (Protection of Employment) Regulations 2006.

11.0 Communication Considerations

- 11.1 Information will be available on the brent.gov.uk website directly referring residents to the new contractor ahead of the commencement of the new Contract.

Related documents:

[Individual Cabinet Member Decision – 16 December 2026](#)

Report sign off:

Jehan Weerasinghe
Corporate Director Neighbourhoods and Regeneration