



Tender:

SOLE RIGHTS FOR THE SALVAGING AND REMOVAL OF RECYCLABLE MATERIAL FROM THE HUMANSDORP AND HANKEY LANDFILL SITES

Tender Number: **To be inserted**

Date: **To be inserted**

1. INTRODUCTION

The Kouga Local Municipality (KLM) is calling for tenders for the salvaging and removal of recyclable material from the Humansdorp and Hankey Landfill Sites in KLM.

2. OPERATIONAL PLAN

Bids are to include an operational plan that includes:

2.1 General approach principles

- Operations must be sustainable financially, socially and from an environmental point of view. Hence all of these aspects must be considered during planning of the works, and managed during operations.
- Ensuring the health and safety of workers.

2.2 Site arrangements and working areas

Due to the many activities on the site and the potential health and safety risks, activities will be limited to certain predefined working areas. Salvaging will be undertaken from the working face and the Waste Transfer Site (WTS). The following areas will be defined on the site:

- **Administrative and Covered Area.** The area is to be located at the entrance to the active landfill site adjacent to the main access road. The area must be fenced by a racer rip fence 2.1 m in height and hold an office, and covered area to protect venerable recyclables (such as cardboard and paper). All recyclables must be weighed and stored in secure containers. This area will be established for the duration of the contract period (i.e. five years) by the contractor.
- **Toilet area:** Portable chemical toilets must be located near the domestic refuse drop-off point, which is within reasonable walking distance from the working face inside the secured waste transfer site (WTS). Separate male and female toilets must be

provided. Potable water, soap and toilet paper must be available at all times will also be supplied at this area in large portable tanks.

- The WTS site must be accessible during all weather conditions and underlain by weathered dolerite or equivalent.
- The WTS must have sufficient capacity to hold recyclables for a period of a month.

2.3 Salvaging of Material

Salvaging will be undertaken by hand from the working face of the landfill site. The following limitations will apply:

- The exact location where salvaging is to be undertaken will always be confirmed and approved by the Landfill Operations Supervisor (Manger) to ensure that reclaimers do not endanger themselves or others.
- Salvaging areas will be demarcated with coloured flags.
- Only exposed waste will be salvaged. No holes will be dug.
- Material salvaged from the working face must be removed immediately to the WTS where bins are located and where further sorting, bagging, weighing, logging and loading of material will take place.
- No salvaged material will be left at or near the workface for more than 3 days.
- Salvaging operations will be confined to the operational hours of the landfill site.

2.4 Storage

The bins must be either large RORO bins or large skips that have lids or can be covered. The exact location of this bulk loading station will be agreed with the Landfill Operations Supervisor (Manger). All storage areas will be kept tidy at all times.

2.5 Separation of material

Separation of waste must be undertaken by the reclaimers at the working face where they will separate material into small piles immediately adjacent to the area they are working. These small piles will be carried in small bulk bags to the WTS.

2.6 Staff

The minimum staff required must include:

- Administrator (x1): This person will be responsible for data capturing and office tasks. A summary of materials salvaged shall be provided to the KLM at the end of each month. Quantities of specific waste categories removed (e.g. paper, cardboard, glass, metal, can, plastic etc) will be provided. A summary of staff employed during the month will also be submitted.
- Supervisors (x2): The supervisor will be responsible for overseeing all recycling operations including technical works and staff management. Two supervisors will be designated as to ensure a backup is available if one is not available. The intended supervisor must have cell phones.

- Weighers/loaders: The weighers will be responsible for weighing and storing of the material brought to the WTS.
- Reclaimers: They are paid based on the quantity of material they salvage and hence have the opportunity to define their own earnings, depending on how hard they work.

2.7 Incorporating current recyclers into the new contract

The Waste Contractor must use the existing informal reclaimers on the landfill site area. The Contractor must pay reclaimers via EFT into their bank accounts to prevent theft on site. Should reclaimers not have ID books they must facilitate the process of obtaining ID books and bank accounts for all. The KLM is to approve any other temporary payment systems that may be used, in such cases, while bank accounts are being set up.

2.8 Health & Safety

Securing the health and safety of the permanent staff and reclaimers is paramount. The Contractor must comply with the conditions of the OSH act of 1993 and associated updates. A hazardous identification and risk assessment must be undertaken and associated H&S must plan and H&S file must be submitted to KLM prior to construction and operations on site.

All staff must be trained in the H&S requirements and issued with the appropriate PPE including:

- Overalls
- Luminous bibs and caps. This identifies them as registered reclaimers
- Gloves
- Dust masks.

The PPE will be issued to staff upon arriving at site and returned when leaving the site.

2.9 Training

Training is critical to the success of this operation. Training to include:

- Induction training upon commencement, which will include H&S training.
- Regular weekly or bi-weekly toolbox talks.
- Other training as identified.

As a minimum, the content of the training will include the following:

- Identification, separation and handling of waste and recyclables
- Legal requirements in terms of the Occupational Health and Safety Amendment Act of 1993
- Site layout, site operations and traffic
- Work method, including no-go areas, handling of waste
- Security.
- Personal Protective Equipment (PPE) and infection/injury prevention
- Interaction with the public
- Environmental management.

2.10 Plant and Equipment

The Tenderer is to include a detailed breakdown of plant and equipment to be provided. The following will apply:

- All plant and machinery will be in sound working order.
- Haul vehicles used to remove recyclables from site will be covered by a net or tarpaulin and all doors closed properly to prevent material blowing off the vehicles.

2.11 Security

The Contractor will engage a private security company to provide security services for its operations. It will not allow any of its employees or contracted reclaimers to erect temporary structures of any within the site.

3. FINANCIAL DETAILS

Bidders are to propose a costing model for this tender. Two broad scenarios may apply:

- Contractor may require payment from KLM for the provision of these salvaging services;
- Contractor may propose to make payment to KLM for the right to undertake these salvaging operations.

The tenderer is to indicate which of the above models it intends to adopt, and is to present financial details as follows:

- Capital costs: a breakdown of expected capital costs for establishing the required facilities on site
- Operational costs: A breakdown of the anticipated operational costs for running this programme of a 5 year period. This is to include wage payments.
- Expected income: An estimation of expected income over the 5 year contract period.
- Expected co-payments to or from the KLM over the contract period.

The tendered is to indicate if there are any items that it expects the KLM to provide as part of this contract.

4. OTHER BINDING DOCUMENTATION

The Humandorp Landfill Site is permitted under the Environmental Conservation Act (2008). Any contractors operating on site will be bound to operate within the requirements of this permit.

5. CONTACT US

Please contact us (details below) should you wish to discuss further.

Details to be provided