

Waste Management Services

Invitation to tender

The Mast Academy Trust



SECTION 1

Introduction

The Trust is seeking to appoint a single waste management provider to deliver efficient, compliant, and environmentally responsible waste and recycling services across all schools.

The MAST Academy Trust was established in December 2016 to build upon strong, existing partnerships around the pupils and families in our locality through academy status. We are a collaborative Trust, with all leaders supporting the development of MAST within the context of an Executive Leadership Team. Working strategically together we aim to transform provision and outcomes for pupils and their families.

Our vision for our pupils, staff and schools at the Mast Academy Trust is not defined by a statement but a set of key principles; principles that when united reveals our overarching vision. As individual schools and a Trust:

- We celebrate **individuality**
- We **collaborate** for the good of our children and staff
- We **inspire** our children, and our employees to **achieve** their ambitions
- We all **learn** from our experiences
- We ensure a **safe** and **caring** environment for everyone

We commit to:

- Put the **children** at the heart
- Value all our **people** and respect their well-being
- Serve the **community** around us
- **Respect** different opinions and then unite together
- Be willing to **challenge** and accept challenge
- **Support** all areas within the MAST Academy Trust
- Adhere to the Nolan Principles

Our Schools

The Trust currently comprises of six schools with approximately 1500 pupils across the 4-13 years age range and 200 employees across all schools and the central Trust team.

All schools are located within 15 minutes drive of each other.

Birdsedge First School – A First School serving pupils in Reception to Year 5 with a capacity of 90 pupils.

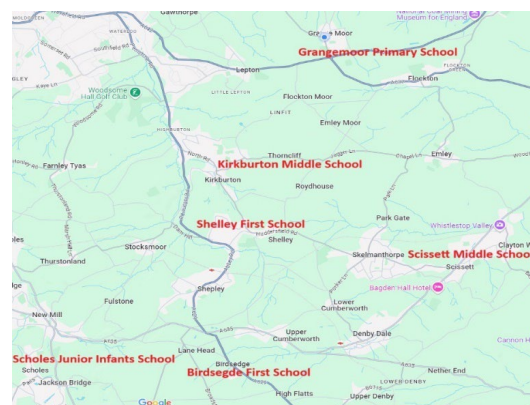
Kirkburton Middle School – A Middle School serving pupils in Year 6 to Year 8 with a capacity of 501 pupils.

Scissett Middle School – A Middle School serving pupils in Year 6 to Year 8 with a capacity of 600 pupils.

Scholes Junior and Infant School – A Primary School serving pupils in Reception to Year 6 with a capacity of 222 pupils.

Shelley First School – A First School serving pupils in Reception to Year 5 with a capacity of 204 pupils.

Joining School - Grange Moor Primary School – A Primary School serving pupils in Reception to Year 6 with a capacity of 105 pupils.



Procurement Best Practice Criteria

This procurement is being conducted in accordance with the Public Contracts Regulations 2015, the Procurement Act 2023, and the Trust's internal procurement policy.

The Mast Academy Trust have agreed a set of best practice principles in relation to the procurement of this service. These principles provide a framework to ensure that we act in an ethically and commercially responsible way in our contractual arrangements. Adhering to these principles is an integral part of the procurement process for the Mast Academy Trust.

The Trust will:

- seek value for money for its pupils;
- harness the capability, diversity and innovation of our suppliers to add value to the Trust;
- adhere to a procurement process which is equitable, lawful and compliant with regulations;
- work with suppliers to ensure goods and services that we buy are made or executed in a socially and environmentally responsible manner;
- seek to be easy to do business with in order to minimise costs, risks and time;
- ensure the confidentiality of information in line with regulations.

SECTION 2

1. Scope of Work

The contract duration will be **three** years with the option to extend for up to **two** years (2 x 12 month periods subject to performance). The start date is likely to be September 2026.

The Trust is seeking to appoint a single waste management provider to deliver efficient, compliant, and environmentally responsible waste and recycling services across all schools.

Our objectives are to:

- Procure a compliant, reliable, value-for-money waste disposal service
- Increase recycling rates
- Reduce waste volume and carbon emissions
- Standardise waste service arrangements across the Trust
- Receive transparent data and reporting

The appointed provider must support the Trust in complying with the statutory Simpler Recycling legislation and Food Waste legislation.

2. Our requirements

We are looking for costed proposals from organisations providing waste management.

2.1 Service Requirements

The provider must deliver the following services:

- General waste collections
- Dry mixed recycling collections
- Food waste collections
- Provision of containers and bins
- Scheduled and flexible collections
- Waste transfer documentation and reporting

Consideration will be given to providers who can also supply within their overall solution:

- Clinical Waste
- Confidential waste disposal (as required)
- Bulky waste removal (as required)
- WEEE Waste (as required)
- Glass recycling community bank

2.2 Environmental Expectations

The Trust prioritises sustainability and expects:

- Zero waste to landfill (preferred)
- Maximised recycling and reduction of waste
- Support for school sustainability education
- Carbon reporting

2.3 Simpler recycling requirements

The Trust requires compliance with the Simpler Recycling legislation 2025 including:

- Mandatory Waste Streams to be separated as overall dry recycling
 - Glass (bottles, jars)
 - Metal (tins, cans, foil)
 - Plastic (bottles, tubs, trays, containers)
 - Paper (magazines, envelopes, copier paper, shredded paper)

- Cardboard (all types)

These dry recyclable materials may be co-collected as dry mixed recycling, in line with national guidance.

- Mandatory Separate Food Waste Collection
 - Food waste must be kept separate from general waste and dry recyclables and presented in a dedicated food waste container.
 - This includes fruit/vegetable waste, plate scrapings, meat/fish/bones, coffee grounds and other biodegradable food.
- Minimum Container Requirements
 - Provide distinct recycling waste separators on every school site:
 - Food waste
 - Dry recycling waste
- Contractors must ensure full operational compliance, provide labelled containers, and supply clear signage to support waste separation.

2.4 Digital Waste Tracking

The Trust requires a digital waste tracking system, which the contractor must support through:

- Complete digital documentation
- Accurate records for all waste movements
- Provision of reports for compliance and audit

2.5 Contract Management

The chosen provider will:

- Attend termly review meetings
- Issue monthly performance reports
- Provide annual recycling performance analysis
- Propose continuous improvement actions

2.6 Social Value

Our partners must deliver meaningful and measurable Social Value outcomes throughout the contract term in line with the Public Services (Social Value) Act 2012 and the Trust's strategic objectives. This includes specific commitments to strengthen community benefit, pupil opportunities, and local economic impact.

As part of your tender response, please outline any additional social value you will provide at no extra cost to the Trust. This may include voluntary activities, in-kind contributions, or the provision of products/services that support our schools, pupils, staff, or local communities.

2.7 Schools Included

A full list of sites, addresses, and container inventory is provided in Appendix A.

3. Mandatory Criteria

The questions within this section are scored as Pass or Fail. Failure by the tenderer to meet any of the mandatory criteria and/or submit any information requested will usually mean failure to be awarded the contract and could mean that the tender is dismissed without the evaluation being completed.

The following factors will be taken into account in assessing a supplier's suitability. Please provide confirmation of compliance, including any supporting documentation within your submission:

MC1. Insurance

All suppliers should carry insurance and as a matter of course, an appropriate level of public liability insurance.

MC2. Health & Safety

All relevant Health & Safety documentation e.g. safe working practices, risk assessments should be made available as part of the procurement process.

MC3. Safety and Security

An awareness of, respect for and ability to meet safety and security aspects such as safe recruitment checks on your staff.

MC4. Capacity/Capability

Deliver capacity and capability to fulfil the requirements. Please confirm if there are any future organisation restructures, mergers, or organisation difficulties

MC5. Accreditations or Professional Standards

We will want to assure ourselves that where these are appropriate these are current and that you have not been charged with any grave professional misconduct.

MC6. Compliance with Employment Legislation

Adherence to relevant employment legislation including, but not limited to, the Equality Act 2010, The Worker Protection (Amendment of Equality Act 2010) Act 2023, Employment Rights Act 1996, the Income Tax (Earnings and Pensions) Act 2003, the National Insurance Contributions Act 2015, the Part-Time Workers (Prevention of Less Favourable Treatment) Regulations 2000, the Agency Workers Regulations 2010, and the National Minimum Wage Act 1998.

MC7. Legal Considerations

Our contracts require that suppliers comply with all other applicable laws and regulations, including (but not limited to) the Simpler Recycling Law 2025; Environmental Protection Act 1990; Waste (England & Wales) Regulations 2011; Duty of Care requirements; Procurement Act 2023; Data protection legislation (GDPR)

MC8. Data

Any data processing you undertake on behalf of the Trust must adhere to current GDPR regulations.

MC9. Sector expertise

Expertise and proven credentials in the education sector are required.

SECTION 3

1. General Instructions

These instructions are designed to ensure that all proposals are given equal and fair consideration.

- Proposals must be comprehensive, addressing all requirements as laid out in this ITT.
- Tenderers are expected to adhere to the submission deadlines specified.
- The Trust reserves the right to accept any proposal in whole or in part and to award the contract to more than one tenderer if deemed beneficial.
- Proposals must remain valid for a minimum of 90 days from the tender return date.
- It is important that tenderers provide all the information requested.
- The Mast Academy Trust will not be liable for or pay for expenses or losses that may be incurred by the tenderer in the preparation of the tender.
- The Mast Academy Trust reserves the right to cancel the tender process at any point.
- A tender received after the due date and time for submission will not be considered.
- The Mast Academy Trust does not bind itself to accept the lowest or any tender.
- No tender will be deemed to have been accepted unless such acceptance has been notified to the tenderer in writing.
- Recipients of the tender documents (whether they submit a tender or not) shall treat the details in it as private and confidential. Any tender received by Mast Academy Trust in response to the invitation to tender shall be treated likewise by Mast Academy Trust.
- Please examine all the tender documentation and ensure that you return all the information requested no later than the dates specified in item 2 below. Incomplete tenders will be deemed to be non-compliant and eliminated from evaluation.
- In the event of declining to tender, tenderers are requested to inform the Mast Academy Trust.

Whilst the information in this document has been provided in good faith, it does not purport to be a comprehensive review of all matters relevant to the requirements and neither The Mast Academy Trust, nor any of its employees or advisers accept any liability or responsibility for its adequacy, accuracy or completeness, nor do any of them make any representation or warranty, express or implied, with respect to the information contained in this document. Nothing in this document is or should be relied upon, as a promise or representation as to The Mast Academy Trust's ultimate decision.

2. Tender response

Tenders should be submitted in accordance with the above scope of work using the template noted in Appendix C.

Prices / costs are to be submitted inclusive of Value Added Tax (VAT), detailing the exclusive of VAT price / cost and any VAT (detailing the rate applied) that may be applicable as a separate figure / column.

All information should be submitted via email to procurement@themast.co.uk by the closing date detailed below:

Stage / Activity	Indicative Date (subject to change)
Issue of invitation to tender	13 th April 2026
Site Visits (prior arrangement only)	20 th April to 1 st May 2026
Tenderers to confirm intention to bid	1 st May 2026
Deadline for Clarifications	5 th May 2026
Deadline for Response to Clarifications	8 th May 2026
Closing date for submission of tender	14 th May 2026
Expected contract award	15 th June 2026
Expected contract start date	September 2026

3. Evaluation Criteria

The tender process will be conducted in a manner that ensures tenders are evaluated fairly to ascertain the most economically advantageous tender.

Evaluation will take place in three stages:

Stage 1 - Mandatory Compliance Checks (as outlined in section 2)

Stage 2 - Quality & Method Statements Evaluation (EC2, EC3, EC4 and EC5)

Stage 3 - Pricing & Commercial Evaluation (EC1)

Below sets out the weighting, scoring methodology and evidence required.

		Weighting
EC 1	<p>Price & whole-life value</p> <p>Tenderers are required to provide fully costed proposals. Any additional costs must be specified in the proposal.</p> <p>Pricing must be separated, individual cost easily identifiable and include:</p> <ul style="list-style-type: none"> • Cost per collection type per container • Equipment rental/lease/purchase costs including recycling stations and other recycling bins • Contamination charges • Ad-hoc collections • Annual increases (CPI-linked or fixed rate) • Pricing for incremental academies in future years. 	50%
EC 2	<p>Service delivery model</p> <p>Tenderers should clearly indicate how they would deliver the services outlined above.</p> <p>Tenderers should clearly indicate their level of experience and capability to meet the technical and regulatory requirements as detailed in this ITT. Including clearly detailing processes to deliver controls and mitigate risks.</p> <p>Tenderers are required to outline the service and support model that will be available, including:</p> <ul style="list-style-type: none"> • Service Delivery <ul style="list-style-type: none"> - Collection frequencies - Equipment provided - Missed collection procedures - Term-time/holiday arrangements • Organisational structure <ul style="list-style-type: none"> - Local depot information - Team structure - Training and DBS where applicable 	20%
EC 3	<p>Environmental and sustainability</p> <p>Tenderers are required to support our Climate Action Plan and provide information on:</p> <ul style="list-style-type: none"> • Recycling improvement strategies 	20%

	<ul style="list-style-type: none"> • Recycling performance & waste reduction • Approach to food waste • Carbon reduction & environmental Impact • Sustainability credentials & certifications 	
EC4	<p>Data reporting & contract management</p> <p>Tenderers should clearly indicate how the statutory reporting requirements and contract management expectations, including:</p> <ul style="list-style-type: none"> • Technology & Reporting (e.g. online portals, weight-based reporting, contamination reporting) • Health & Safety (e.g. risk assessments, compliance with regulations, Incident reporting) • Use of KPIs (e.g., collection reliability, recycling rates, contamination reduction). • Structure and effectiveness of contract reviews, escalation routes, and communication processes. • Evidence of data-driven recommendations to reduce waste and improve recycling. 	5%
EC5	<p>Added value / innovation</p> <p>Tenders are requested to provide and added value or innovation services they can provide including:</p> <ul style="list-style-type: none"> • Education, Engagement & Behaviour Change • Waste reduction campaigns • Use of digital tools, smart bins, contamination sensors, or other innovations improving sustainability outcomes. • Proposals offering added environmental value (circular economy initiatives, reuse schemes, community benefits). 	5%

This structure ensures compliance with the legal duty to maximise public benefit and value for money under the Procurement Act 2023.

References

Tenderers are requested to provide details of two reference sites where the solution (or key elements of the solution) have been implemented in a similar size project.

Please note referees may be contacted directly by the Trust, we would expect referees to be informed in advance and receptive to the contact.

4. Evaluation of tenders

The evaluation process will be conducted to identify the most economically advantageous tender. tenders will be assessed to ascertain those that represent best overall value and the highest likely quality of output during the contract, not necessarily the lowest price submission.

Proposals will be evaluated by The Mast Academy Trust centrally, with a variety of roles on the evaluation board.

Scoring Definitions

Each criterion will be scored using the following definitions:

SCORE	DEFINITION
5	<p>Exceeds the requirement</p> <p>Exceptional demonstration by the tenderer of the relevant ability, understanding, experience, skills, resource & quality measures required to provide the supplies / services. Response identifies factors that will offer potential added value, with evidence to support the response.</p>
4	<p>Satisfies the requirement</p> <p>Demonstration by the tenderer of the relevant ability, understanding, experience, skills, and resource and quality measures required to provide the supplies / services, with evidence to support the response.</p>
3	<p>Satisfies the requirement with minor reservations</p> <p>Some minor reservations of the tenderer's relevant ability, understanding, experience, skills, and resource & quality measures required to provide the supplies / services, with little evidence to support the response.</p>
2	<p>Satisfies the requirement with major reservations</p> <p>Considerable reservations of the tenderer's relevant ability, understanding, experience, skills, and resource & quality measures required to provide the supplies / services, with little evidence to support the response.</p>
1	<p>Does not meet the requirement</p> <p>Little or no evidence to support the response to demonstrate that the tenderer has the ability, understanding, experience, skills, resource & quality measures required to provide the services.</p>
0	<p>The question is not answered or the response is completely unacceptable.</p>

5. Questions and clarifications

Site Visits

Suppliers are invited to attend site to assess requirements by prior arrangement between the dates specified in section 3 item 2. Please contact by email at procurement@themast.co.uk to arrange.

Clarifications

If you have any questions or points of clarification about the contents of the ITT document or the services that are to be provided, please use the form available on the trust website [Invitations to Tender/Quote | The Mast Multi Academy Trust](#) or by following this [link](#).

Clarification deadlines can be found in the tender response area of this document, section 3 item 2.

6. Completing tenders

Your tender should contain all of the required information outlined within this document using the template provided, along with any further information you feel relevant to support your tender.

Any comments pertaining to the information supplied by you may be made in an email and returned with the tender. The Tenderer Declaration (Appendix B Tenderer Response Template) must be completed, signed and dated by a duly authorised representative on behalf of the tenderer.

7. Submission of tender

Please submit one electronic copy of the completed tender document by email to procurement@themast.co.uk before 5pm on the date specified in section 3 item 2.

Any electronic tenders received after these dates and times will not be considered.

8. Form of Response

Tenderers are required to develop a costed solution.

Tenderers are requested to use the weighting criteria to assess the suitable length of their responses per section. Tenderer are requested to clearly outline under each evaluation criteria how they will meet that criteria.

Return proposals should use the template provided and include the following information in the tender response:

- Written responses to the requirements set out in this document.
- tenderer's contact details including: organisation name; contact name; postal address; telephone number; email address.

9. List of Appendices

Appendix A: Estate requirements

Appendix B: Anticipated KPIs

Appendix C: Tenderer response template

Appendix D: Overview of main contract terms

APPENDIX A - ESTATE REQUIREMENTS

See separate excel for information.

APPENDIX B - ANTICIPATED KPIs

Collection Performance KPIs

KPI	Measure	Typical Target
On-Time Collections	% of scheduled collections completed on time	≥ 98%
Missed Collections	% missed per month (excluding access issues)	≤ 1%
Rectification of Missed Collections	Time taken to resolve missed collections	Within 24 hours
Ad-Hoc Collection Response Time	Time from request to completion	Within 48 hours

Recycling & Sustainability KPIs

KPI	Measure	Typical Target
Recycling Rate	% of recyclable materials diverted from general waste	Year-on-year improvement or minimum baseline (e.g. > 60%)
Food Waste Separation	% of food waste correctly collected in dedicated containers	≥ 95% accuracy
Contamination Rate (DMR)	% of contaminated loads	≤ 5%
Zero Waste to Landfill (if applicable)	Confirmation waste is diverted from landfill	100% compliance
Carbon Reporting	Frequency and quality of carbon/emissions data	Quarterly reports delivered on time

Compliance & Documentation KPIs

KPI	Measure	Typical Target
Provision of Waste Transfer Notes	Accuracy & completeness of WTNs	100% accurate
Digital Waste Tracking Compliance	Participation in government waste-tracking system	100% compliance
Health & Safety Compliance	Incident reporting, RAMS, safe working practices	Zero major safety breaches
Simpler Recycling 2025 Compliance	Contractor adherence to required streams (food + dry recycling)	100% compliance across all sites

Reporting & Communication KPIs

KPI	Measure	Typical Target
Monthly Reporting Delivery	Reports delivered on time with complete data	By the 5th working day monthly
Data Accuracy	% of reports accurate without needing correction	≥ 98%
School-Level Reporting	Delivery of site-by-site summaries	Every month
Quarterly Review Meetings	Attendance, data pack quality	100% attendance & packs submitted 48 hours prior

Responsiveness to Queries	Response time to emails / helpdesk	Within 1 business day
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Service Quality & Customer Satisfaction KPIs

KPI	Measure	Typical Target
Complaint Resolution	Time to resolve service issues	≤ 3 working days
School Satisfaction Score	Feedback from site teams	≥ 90% positive
Contract Manager Availability	Named contact accessible	Within core hours, guaranteed

Mobilisation KPIs

KPI	Measure	Typical Target
Container Delivery	On-time delivery of all bins	100% before go-live date
Site Audits Completed	Completion of pre-start assessments	All sites completed before mobilisation completion
Operational Readiness	Access, routes, signage	100% ready by go-live

APPENDIX C - TENDERER RESPONSE TEMPLATE

See separate word document for information.

APPENDIX D - CONTRACT TERMS

TERMINATION

Termination may be applied under the following criteria:

- Insolvency and Change of Control
- Termination on Default – Minor Breaches
- Termination on Default – Material Default
- Break: The Customer shall have the right to terminate the Contract at any time by giving 30 days' written notice to the Provider.
- Failure to make payment

PAYMENT TERMS

The Customer shall pay all sums due to the Provider if properly due and applicable in cleared funds within thirty (30) days of receipt of a valid invoice submitted. Where the invoice is in dispute this will be extended to ninety (90) days.

