

## **OPERATIONAL REQUIREMENTS – SPECIAL EVENTS**

### **INTRODUCTION**

1. Special events occur in and near the Borough each year which attract thousands of people. These special events create a near certainty that waste will be dumped in significant quantities and that the standard of street cleansing in the area of the event will fall to grade C or D as described in the service specification for street cleansing and related services.

### **THE SPECIAL EVENT SERVICES**

2. The Contractor shall provide pro-active street cleansing and related waste collection services in respect of special events occurring in the Royal Borough in order to ensure the rapid restoration of all affected streets to grade A cleanliness following the event.
3. The Authorised Officer will as soon as reasonably practicable after receipt of notification of the proposed staging of a special event supply the Contractor with details of the date, time, and route or location of the special event. The Authorised Officer will set out any specific requirements for the provision of the service which may include the time when the service is to be performed, and will instruct the Contractor on any additional or varied cleansing arrangements required in advance of such an event. The Contractor shall treat as confidential any information provided by the Authorised Officer in relation to visits by any dignitary attending the special event.
4. After notification from the Authorised Officer that an event is taking place, the Contractor shall as soon as is reasonably practicable, and no later than seven days prior to the event taking place, provide the Authorised Officer with an operational plan giving details of how the service will be provided, including details of the labour, vehicles, and plant to be used.
5. After notification that an event is taking place, the Contractor shall maintain liaison with the Metropolitan Police Service, the special event organisers, and the Authorised Officer to ensure that the services are effective and do not interfere with the special events.
6. Immediately prior to the special event and within three hours of the termination of the special event the Contractor shall sweep all streets and/or locations specified by the Authorised Officer and clear them of all litter and waste. The Authorised Officer may at the request of the

Metropolitan Police or at his absolute discretion require the Contractor to suspend or vary the service.

7. The Contractor shall as required by the Authorised Officer (or on the specific instruction of the Metropolitan Police) provide for and undertake the emptying, removal, temporary storage and replacement of litter bins and liners. The Contractor shall as required by the Authorised Officer (or on the specific instruction of the Metropolitan Police) undertake the removal, temporary storage and replacement of street furniture and other such equipment, or shall ensure the provision of additional litter bins and liners or street furniture. The Contractor shall provide such temporary storage at any location, the Authorised Officer shall require after consultation with the Contractor.
8. The Contractor shall as required by the Metropolitan Police Service help make secure an area by taping down gully covers, and shall make provision for the speedy removal of any dumped refuse near the location of the special event.
9. The Contractor shall within seven days of any special event provide the Authorised Officer with an operational report detailing all resources used by the Contractor to provide the special event service. The report shall include:
  - Numbers and status of operatives.
  - Numbers and types of vehicles and equipment used.
  - Materials.
  - Numbers of hours worked.
  - The cost incurred by the Contractor.
10. The Contractor shall take reasonable steps to extract and separate as much recyclable material as possible from the waste and litter collected before, during, and after each special event, and shall co-operate with the organisers and the Council on such experimental schemes as may be proposed from time to time with the aim of increasing recycling at the event.
11. An indication of the expected special events each year is set out in Appendix A. The Council's intention is to avoid being served with variation orders in relation to the special events at venues and locations listed in the revised Appendix A. It is the Council's expectation that bidders should manage the standard pre-event and post-event cleansing operations for most of the scheduled or predictable events described in Appendix A within the resources

normally available, and that the Schedule of Rates should only be used for extra works that could not reasonably have been anticipated, or for unforeseen special events.