

Procurement for a Health and Safety Advisor

27th November 2019

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Key contacts and dates

WLWA Person dealing with this process	Contact details
Sarah Ellis	Telephone: 07584 631710 e-mail address: wlwaprocurement@westlondonwaste.gov.uk All correspondence should be directed to this email address.

Tender Return Date and Time	Tenders should be returned
Wednesday 11 th December by 4pm	Electronically to wlwaprocurement@westlondonwaste.gov.uk

1 Introduction

This document sets out the details to help you submit a proposal to become our new corporate Health and Safety Advisor. We are seeking an individual or a company to fulfil the role described in section 2 of this document.

The appointment is for an initial period of 12 months from December 2019. The documents forming this procurement include this document and the following annexes.

Annex 1: WLWA Health and Safety Policy

Annex 2: Consultancy agreement terms and conditions for a company

Annex 3: Consultancy agreement terms and conditions for an individual

All of these documents can be downloaded from the WLWA website.

<https://westlondonwaste.gov.uk/about-us/current-tendering-opportunities/>

West London Waste Authority

West London Waste (WLWA) is a statutory Waste Disposal Authority (WDA) created in 1986. It is responsible for disposing of waste collected by the London Boroughs of Brent, Ealing, Harrow, Hillingdon, Hounslow and Richmond upon Thames. About 1.7 million people live in this area, which covers 38,000 hectares.

Each borough is represented by one chosen Member, who is a Councillor in their respective borough. Councillors attend five meetings each year on behalf of WLWA.

WLWA's vision is to be **Leaders in treating waste as a valuable resource** and is aiming to build successful partnerships with its constituent boroughs and Contractors to run our business efficiently and in partnership.

Legislation states that WLWA must transport and recycle/dispose of waste collected or generated by these six constituent boroughs and provide facilities for receiving waste collected by them. To meet this requirement WLWA has three waste transfer stations located in Hillingdon, Brent and Hounslow.

WLWA is primarily funded by a levy paid by the six boroughs. Some income is generated by other charges, including charges paid by businesses for the disposal of their waste.

Further background can be found in WLWA Waste Strategy by following URL [WLWA Waste Strategy](#)

2 The role

The contractor will be responsible for fulfilling the Health and Safety Advisor role as described in section 3.1.3 of our Health and Safety Policy.

3 Contract Terms

Annex 2 and 3 set out the terms and conditions for individuals and companies.

4 Proposal content expectations

Interested parties should submit a proposal for the provision of consultancy services before the deadline to wlwaprocurement@westlondonwaste.gov.uk. The proposal should, as a minimum, include:

- Name of company/individual including status of liability e.g. public limited company or European equivalent.
- Company registered number
- Registered address
- Contact person and contact details
- Copy of relevant insurances
- Copy of relevant professional qualifications and memberships
- Experience of the person/people who will be fulfilling WLWA's need for a competent person
- Method Statement – a description of how your company will fulfil our requirements and work with us in partnership
- A pricing schedule setting out the cost to fulfil the requirements in section 3.1.3 of our Health and Safety Policy. Any additional cost options should also be detailed e.g. travel expenses and an hourly or day rate for additional work falling out of the scope of the Health and Safety Advisor role but still related to health and safety

5 Other information

- Queries should be addressed to the nominated WLWA officer. Contact details are given on the first page of this document.
- The proposal needs to be clear, concise and complete. Proposals will be evaluated on the basis of information submitted by the deadline.
- Where the proposal is from a company, the document must be signed by a duly authorised representative of that company.
- WLWA requires all submissions to identify whether and which subcontracting or consortium arrangements apply.
- While the information contained in this document is believed to be correct at the time of issue, neither WLWA, its advisors, nor any other awarding authorities will accept any liability for its accuracy, adequacy or completeness, nor will any express or implied warranty be given.
- If a Bidder proposes to enter into a Contract with WLWA, it must rely on its own enquiries and on the Terms and Conditions set out in the Contract(s) (as and when finally executed), subject to the limitations and restrictions specified in it.
- Neither the issue of this document, nor any of the information presented in it, should be regarded as a commitment or representation on the part of WLWA (or any other person) to enter into a contractual arrangement.
- As a public body, WLWA is subject to the provisions of the Freedom of Information Act 2000 in respect of information it holds (including third-party information). Any member of the public or other interested party may make a request for information.
- WLWA shall treat all Bidders' responses as confidential during the procurement process. Requests for information received following the procurement process shall be considered on a case-by-case basis, applying the principles of the FOIA.

- While WLWA aims to consult with third-party providers of information before it is disclosed, it cannot guarantee that this will be done. Therefore, Bidders are responsible for ensuring that any confidential or commercially sensitive information has been clearly identified to WLWA.
- Bidders should be aware that, in compliance with its transparency obligations, WLWA routinely publishes details of its Contract(s), including the Contract values and the identities of its suppliers on its website.
- No publicity regarding the Services or the award of any Contract permitted unless and until WLWA has given express written consent to the relevant communication. For example, no statements may be made to the media regarding the nature of any Tender, its contents or any proposals relating to it without the prior written consent of WLWA.
- Any attempt by Bidders or their advisors to influence the contract award process in any way may result in the Bidder being disqualified.
- WLWA reserves the right to:
 - Seek clarification or documents in respect of a Bidder's submission;
 - Withdraw this procurement at any time
 - Choose not to award any Contract as a result of the current procurement process; and
 - Make whatever changes it sees fit to the Timetable, structure or content of the procurement process, depending on approvals processes or for any other reason.
- WLWA will not be liable for any bid costs, expenditure, work or effort incurred by a Bidder in proceeding with or participating in this procurement, including if the procurement process is terminated or amended by WLWA.