

INVITATION TO TENDER



Invitation to Tender

for **Health and Safety Advisor services**

DATE OF ISSUE – 21 December 2021

CLOSING DATE – 17:00 19 January 2022

WLWA Person dealing with this process	Beth Baylay
Contact details	<p>Telephone: 07787 947295</p> <p>e-mail address: bethbaylay@westlondonwaste.gov.uk</p> <p>All clarification correspondence should be communicated via procurement@westlondonwaste.gov.uk before 12 January 2022</p>

Tender Return Date and Time	17:00 Wednesday 19 January 2022
Tenders should be returned	<p>Electronically via:</p> <p>Tenders must be submitted electronically to procurement@westlondonwaste.gov.uk</p>

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Key contacts and dates

Tender Return Date and Time	Deadlines
Wednesday 12 January 2022 17:00	Clarification questions to be submitted to procurement@westlondonwaste.gov.uk
Wednesday 19 January 2022 17:00	Electronically to procurement@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 01 February 2022 and will continue until 31 January 2023 with an option to extend by two further periods of one year subject to satisfactory performance and mutual agreement.

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/>

1.1 West London Waste Authority

West London Waste Authority is a statutory waste disposal authority that was created in 1986. We are 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. 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](#)

What We Do



Our values are **Partnership, Leadership, Agile and Empower** and the culture wheel below shows the linkage with our purpose, mission and vision.

Our Culture Wheel



We have been focusing on treating our waste as a valuable resource for many years and making the best use of what we handle in an effort to move away from a 'linear economy' (take-make-discard). We've been successfully diverting

waste from landfill over the last 5 years and we are continuing to innovate ourselves to move towards a more circular economy — a way in which the society recirculates materials to keep them in use for longer through reuse, repair, remanufacture and recycle and design out waste from our system. This means that we are extracting less raw/virgin materials and reducing pollution and our impacts on the natural environment. Waste Authorities have key roles to play to facilitate a circular economy and enable the public to embed the principles into their daily lives by acting as a 'resource transformation body'. WLWA launched the Circular Economy Team to drive innovative changes within the waste sector.

Our 6 West London Boroughs declared a climate emergency in 2019 and are now placing a greater focus on the fight against climate change, setting a target of net zero emissions by 2030. WLWA is working together in partnership with the boroughs and has also adopted a net-zero emission target.

1.2 Context of requirement

We are procuring Health & Safety Advisor services to support our operations at our Abbey Road and West Drayton sites. We employ 37 staff directly – 23 staff are based in West Drayton and 14 staff are based at Abbey Road.

Health & Safety services are required to support:

- 1) Abbey Road Reuse and Recycling Centre (NW10 7TJ - The site is run by WLWA on behalf of the London Borough of Brent)
- 2) WLWA office in West Drayton (the majority of staff work from home with a small percentage being office based)
- 3) ad hoc requirements for WLWA to provide additional Health & Safety advisory support for our Circular Economy initiatives and advisory support across the other five remaining boroughs of Harrow, Richmond, Hounslow, Hillingdon, Ealing as required

Health and Safety is the single most important thing to manage on site at Abbey Road. The Covid-19 Pandemic has presented significant health and safety operational challenges for us. During peak lockdown, traffic at Abbey Road increased by 300% causing overflowing traffic in the area and risking safety for the residents and staff. Over the past few years many initiatives and risk assessments at Abbey Road and West Drayton have been updated to combat the risks of spread of the infection over the short-term and also medium-to-long term - in order to keep all members of staff, contractors and users of WLWA sites safe.

In response to Covid-19, a significant amount of resource has been spent developing and formalising safe systems of work including the production of information, instruction, training and supervision. Over the last few years we have also built and strengthened our operational management teams in response to the pandemic and as we enter 2022 and a period more typical of 'business as usual', we envisage our operational teams taking on some responsibility for reviewing risk assessments, documentation and delivering some training.

WLWA is an agile organisation that requires Health & Safety Advisory support services from a partner that is flexible, adaptable, has experience in the waste and recycling industry and has a continuous improvement mindset – change is the norm for us.

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**. The table below provides an example list of tasks and requirements that the Health & Safety Advisor role will be required to undertake.

Table 1

West Drayton office and corporate requirements	Please indicate approximate number of days <u>per year</u> in tender response
Fire Risk Assessment	
Workplace Assessment	
DSE Risk Assessment	
Annual Review of H&S Policy	
Annual Action Plan and Report	
Reporting of monthly KPI's, Half Yearly review of Annual Action Plan	
Monthly H&S update to Senior Leadership Team (virtual)	
Abbey Road requirements	
Fire & DSEAR Risk Assessment Once a year or after an incident	
COVID Risk Assessment as and when required	
General site Risk Assessment review only	
COSHH Risk Assessment review only	
DSE Risk Assessment (Weighbridge Staff)	
Noisy, Dust, Vibration Risk Assessment	
Mobile Plant Risk Assessments (Review only)	
Safe Working Guidance review or creation on specific new tasks	
Signing off Hazard cards	
Site inspections	
Review inductions	
Emergency Plan documentation and training review and toolbox talk can be delivered	
Quarterly safety meetings	
Abbey Road additional ad hoc requirements	
Activity specific Risk Assessment e.g splitting open rubbish sacks	
Person specific Risk Assessment (vulnerable persons) if required	
CDM activity works only	
Unusual Contractor Risk Assessment checks	
Accident investigations (completed by WLWA but signed off by H&S advisor)	
Reviews and reports (i.e. traffic management)	
Assistance with Circular Economy projects	

Bidders must be aware that ad hoc requirements will arise over the contract term due to the agile nature of WLWA projects and our circular economy initiatives. **Therefore bidders are required to also provide a day rate/s for members of staff to enable budgeting for these requirements.**

3 Contract Terms and Conditions

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

4 Evaluation

Proposals will be evaluated on 40% Quality/Technical and 60% Price. The Quality/Technical score and Price score will then be combined to produce final scores for all bidders.

4.1 Quality / technical evaluation

The Quality/Technical evaluation (40%) will assess evidence for the Health & Safety Advisor's:

- Professional experience and qualifications
- Waste and recycling sector experience
- Flexibility and adaptability
- Capacity to undertake the work
- Contingencies in place to deliver the service
- Approach to H&S processes and procedures

For the quality evaluation bidders are required to submit a method statement detailing how they will:

- fulfil the role detailed in 3.1.3 of the WLWA Health & Safety Policy
- deliver tasks and requirements detailed in table 1
- evidence skills and experience detailed in section 4.1
- work in partnership with us across the sites detailed in section 1.2

4.2 Price evaluation

The Price evaluation (60%) will be based upon the following information:

- A) Completion of table 1** – Provide the approximate number of days required per year to undertake each task detailed in table 1, section 2
- B) Completion of table 2** - Total cost of Health & Safety support over 1 year plus separate costing to cover details of travel expenses over the same period

Table 2

Health & Safety Support over 1 year (ex VAT)	Travel expenses over 1 year (ex VAT)
£ Cost over 1 year	£ Cost over 1 year

C) Completion of table 3 - Day rate/s and hourly rates for individual members of staff to enable budgeting for ad hoc work requirements

Table 3: Additional cost options

Day rate – H&S Advisor 1	Day rate – H&S Advisor 2
<div>(insert role / position) £ p/day</div> <div>£ p/hr</div>	<div>(insert role / position) £ p/day</div> <div>£ p/hr</div>

5 Proposal content expectations

Interested parties should submit a proposal for the provision of consultancy services before the deadline to procurement@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 and registered address
- Contact person and contact details
- Method Statement – a description of how your company will fulfil our requirements and work in partnership with us across the sites detailed in section 1.2 and requirements detailed in section 2, (3.1.3 of our Health and Safety Policy) and information regarding approximate number of days required to undertake tasks detailed in table 1, section2.
- A pricing schedule as per table 2 setting out the total yearly cost to fulfil the requirements of the role as detailed in section 3.1.3 of our Health and Safety Policy and table 3 detailing additional cost options.
- Experience of the person/people who will be fulfilling WLWA's need for a competent person Bidders are requested to supply 2 references. References will be used to verify the technical proposals put forward in the tender and will not be scored.
- Copy of relevant insurances
- Copy of relevant professional qualifications and memberships

6 Other information

- Any clarification queries should be submitted to procurement@westlondonwaste.gov.uk by Tuesday 04 January 2022. Please note under public procurement rules the responses to any clarification questions will be shared with all interested bidders.

- WLWA reserves the right to scrutinise and, if appropriate, reject any offers that appear to WLWA in their sole opinion to be abnormally low in accordance with the procedure described in Regulation 69 of the Public Contracts Regulations 2015.
- The proposal needs to be clear, concise and complete with supporting information as required. 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.
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- 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.