**The Town Council is seeking tenders for a Health and Safety Consultant to advise the council for the period April 2022 – March 2025**

**TTC/02/2022**

 Thetford Town Council (TTC) require costs to provide the following services: -

1. A qualified Health & Safety Consultant to act as a dedicated point of contact for officers of the council.
2. To act as the legally required Competent Person for Health & Safety on behalf of the Council
3. Undertake 4 days of onsite inspections annually, visiting premises and sites to review current arrangements and carry out a comprehensive General Risk Assessment (GRA) as required by Management of Health & Safety at Work Regulations 1999.  Provide written reports of findings
4. Produce documentation for the Town Council eg Health & Safety Policy including a Fire Policy, Health & Safety Handbook and Health and Safety Action Plan identifying priority actions and timescales.
5. Access to unlimited telephone and email assistance from Health & Safety Consultant
6. Online support and document management
7. Emergency assistance in the case of, for example, enforcement visits and accident investigations.
8. In event of serious accident, investigation and liaison with the authorities.
9. Access to a website providing a wide range of H&S materials, e.g., H&S documents (assessments, policy, inspections, action plan and handbook),
10. Access to quality Health and safety training
11. Legal Expenses Insurance in case of Health & Safety Prosecution.

**Tender Requirements:**

1. A fully costed quotation for the annual cost and for the 3 years.
2. Details of your companies experience and qualifications (Minimum Ne bosh Diploma)
3. Details of how you would provide the service listed above.
4. Details of 2 references
5. Copy of Public Liability and Indemnity Insurance.
6. Sample risk assessments and safe systems of work.
7. Samples of audits

**Timetable**

The timetable for this procurement is:

Issue of Invitation to Tender 28th January 2022

Submission of Bids Midday 28th February 2022

Opening of Tenders 1st March 2022

Assessment Week Commencing  7th March 2022

Contract commencement 4th April 22 (preferred)

Your bid must be returned no later than the date and time stated in the timetable.  Bids received after this date will not be considered.

**Evaluation Criteria**

The evaluation will be undertaken by the Town Clerk and Chair of Personnel and will be broken down into the following parts:

40% Price

20% Onsite Inspection service

20% Customer Support including emergency assistance

20% online documentation and monitoring management

When TTC undertake the evaluation, TTC will assess how well each of the criteria, important for successful delivery of this contract, has been satisfied.  Please ensure the responses given are clear, concise and complete to ensure proper understanding.

**Tender Submission**

Format for Receipt

Sealed inner envelopes to be clearly marked ‘Tender TTC/002/2022 H&S Support Contract’ (Unfortunately electronic tenders are not acceptable in terms of our financial regulations and will be discarded.)

For the Attention of the Town Clerk, Thetford Town Council.

Postal Address: The Carnegie, Cage Lane, Thetford, Norfolk, IP24 2DS

Tel: 01842 754247.

Deadlines

Quotations to be received by Midday, 28th February 2022, all tenders received after this time will be discarded.

Details of the winning contract will be published IAW Local Government Transparency Code 2014.

Contact name and number:  Tina Cunnell, Town Clerk, (01842) 754247.

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| **Section 1 – Contact details.**  |
| **Name of Applicant:**  |
| **Contact Telephone Numbers:** |
| **Address:**  |
| **Postcode:**  |
| **Email address:**  |
| **Section 2 - Referees who can provide details of your work on Health & Safety Consultancy** |
| 1. **Name of Referee**
 |
| **Contact Number:** |
| **Address:**  |
| **Postcode:**  |
| **Email address:**  |
| 1. **Name of Referee**
 |
| **Contact Number:** |
| **Address:**  |
| **Postcode:**  |
| **Email address:**  |

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| **Section 3 – Application Statements** |
| **Please provide a supporting statement not exceeding 300 words giving details of your experience of providing Health & Safety Consulting.** |
|  |
| **Section 4 –** Please provide a quote for a 1 year and a 3-year arrangement. |
| **Please tick to confirm completion/attachment of documents**  |
| Completed supporting statement with contact details and referees **q** |
| Copy of public liability: £10,000,000 minimum cover **q** |
| Copy of employer’s liability: £10,000,000 minimum cover **q** |
| An example/copy of your health & safety policy/risk assessments/method statement **q** |
| Environment Strategy **q** |
| Signed Date: |
| Name: Position: |
| **Please return to the address below by noon on Monday 28th February 2022** |