

Contract Buyer User Guide (CBUG)

Provision of Hazardous Healthcare Risk Waste Services to the Public Sector (EPS). (Ref: HSE 2661)



Date 17th May 2019

Version 1.0

Contract Duration – 96 Months

02nd April 2019 to 01st April 2027

Introduction

Welcome to the Contract Buyer User Guide for the Provision of Hazardous Risk Waste (Irish Public Sector Bodies).

How to use this contract agreement?

- To avail of Hazardous Risk Waste services contract, the Public Sector Organisation (Contracting authority) must complete the Notification to Activate Service Form (Appendix 1) of this document to activate the Contracting Authority participating in this contract and return it to the Contractor (Stericycle) for signing. using the email fdowling@stericycle.com
- To avail of the Hazardous Risk Waste services contract, a Public Sector Organisation must then complete the Setup Form (Appendix 2) and return it to the Contractor (Stericycle) using the email fdowling@stericycle.com
- The Contracting Authority can conduct a Supplementary Request for Quotation (SRFQ) (Appendix 3) for Hazardous Risk Waste services and return it to the Contractor (Stericycle) using the email fdowling@stericycle.com
- In the event that any issue with the services provided is not satisfactorily resolved, the matter may be escalated using to Issues Notification Form (Appendix 4)
- To discuss your requirements, the Contracting Authority can contact the Contractor; Stericycle (Appendix 5 Contractor Personnel Assigned – Contract Support and Liaison).

Overview of Requirements

This procurement process is on behalf of the Irish Public Health System (HSE), Organisations funded by the HSE and the Irish Public Sector. The Irish Public Sector client base is comprised of Central Government Departments, Offices and Non-Commercial Agencies and Organisations that have a formal reporting and legal relationship with these departments including; Local Authorities including Town Councils, Regional Assemblies, County Enterprise Boards and Libraries; Third level institutions (Universities, Institutes of Technology); Bodies which are Education and Training Boards (ETBs) and ETB schools, as well as ETBs acting on behalf of schools, groups and clusters of schools and centres and also National primary, post-primary, special and secondary schools; The Security Sector – An Garda Síochána, the Defence Forces and the Irish Prison Service.

The service must be delivered from 02nd April 2019 and will be for a contract period of eight years. The service will reflect and avail of the Best Available Techniques (BAT) criteria to ensure the highest environmental and health and safety standards in support of the EPA's National Hazardous Waste Management Plan 2014-2020. Emphasis to be placed on the Waste Management Hierarchy and energy recovery of treated Hazardous Risk Waste (HRW). The contractor will be responsible for seeking and obtaining from the relevant authorities any information which may be required for the necessary hazardous permit/licencee requirements and will be required to adapt to changing circumstances arising from new practices and evolving policies and statutory legislation and amendments during the period of the contract(s).

The contractor will be required to work to the relevant definitions and categories of healthcare waste in accordance with Annex III of the EU Waste Framework Directive, The EC (Waste Directive) Regulations 2011 S.I. No 126/2011 and the Waste Management Act 1996 as Amended and European Waste Catalogue (EWC) and Hazardous Waste List 2015, as amended from time to time.

Tender Clients are:

- Contracting Authorities in the Irish Health Sector including but not limited to the Health Service Executive (HSE), the Health Information and Quality Authority (HIQA) and HSE / Publically funded agencies delivering health and personal social services funded by more than 50% from Exchequer funds; (a) all service providers to the HSE falling (now or in the future) under (or considered and/or treated by the HSE, in its sole discretion, as falling under) Section 38 of the Health Act 2004 (as amended) (a "Section 38 Body"); (b) all bodies/entities falling (now or in the future) under (or considered and/or treated by the HSE, in its sole discretion, as falling under) Section 39 of the Health Act 2004 (as amended) (a "Section 39 Body"); (c) such services providers', bodies' and/or entities' (under (a) and (b) above) successors, transferees, replacements and/or assigns); and (d) all publicly funded hospitals, all publicly funded community organisations and health agencies.
- Private Domestic Dwelling Places (as authorised by the relevant Public Body)
- Contracting Authorities which are third Level Education Institutions (including universities and institutes of technology), Educational Training Boards (ETBs) and ETB schools and also National primary, post-primary, special and secondary schools as well as ETBs acting on behalf of schools, groups and clusters of schools in centres.
- The Irish Prison Service.
- The Defence Forces.
- An Garda Síochána; and
- Ministers of the Government of Ireland, Central Government Departments, Offices and non-commercial Agencies and Organisations¹ which have a formal reporting and legal relationship to Central Government Departments, including all Local Authorities in Ireland (themselves including regional assemblies, county enterprise boards and library bodies).

Overview of waste requirements: List of all relevant types of waste (Waste Classification List of Waste Valid from 1st June 2015)

18 Wastes From Human Or Animal Health Care And/or Related Research

- 18 01 wastes from natal care, diagnosis, treatment or prevention of disease in humans
 - 18 01 wastes from natal care, diagnosis, treatment or prevention of disease in humans
 - 18 01 01 sharps (except 18 01 03)
 - 18 01 02 body parts, organs including blood UN Approved bags and blood preserves (except 18 01 03)
 - 18 01 03* wastes whose collection and recovery is subject to special requirements in order to prevent infection. (Includes Category A and Category B Infectious Waste).
 - 18 01 06* chemicals consisting of or containing dangerous substances
 - 18 01 08* cytotoxic and cytostatic medicines
 - 18 01 09 medicines other than those mentioned in 18 01 08
 - 18 01 10* amalgam waste from dental care
 - 18 02 wastes from research, diagnosis, treatment or prevention of disease involving animals (animal health care and/or related research)
 - 18 02 01 sharps except (18 02 02)
 - 18 02 02* wastes whose collection and recovery is subject to special requirements in order to prevent infection
 - 18 02 05* chemicals consisting of or containing dangerous substances
 - 18 02 07* cytotoxic and cytostatic medicines
 - 18 02 08 medicines other than those mentioned in 18 02 07
- With the option to include other hazardous waste streams EWC* as identified by the producer.

Carriage of Dangerous Goods by Road Regulations - ADR Classification

The principal class of substance relevant to healthcare hazardous waste is Class 6.2 – infectious substances. Class 6.2, infectious substances, comprises of those substances known or reasonably expected to contain pathogens which can cause infectious disease in humans or animals. Substances of Class 6.2 are subdivided as follows:

- 11 - UN 2814 INFECTIOUS SUBSTANCE, AFFECTING HUMANS (Category A)
- 12 - UN 2900 INFECTIOUS SUBSTANCE, AFFECTING ANIMALS only
- 13 - UN 3291 CLINICAL WASTE (Category B).
- 14 - UN 3373 BIOLOGICAL SUBSTANCES

Other

- Class 3 - Flammable liquids.
 - Class 4 - Flammable solids
 - Class 4.1 - Flammable solids, self-reactive substances, polymerising substances and solid desensitised explosives
 - Class 4.2 - Substances liable to spontaneous combustion
 - Class 4.3 - Substances which, in contact with water, emit flammable gases
 - Class 5 - Oxidising substances
 - Class 5.1 - Oxidizing substances
 - Class 5.1 - Organic peroxides
 - Class 6 - Toxic substances other than 6.2
 - Class 6.1 - Toxic substances
 - Class 7 - Radioactive material
 - Class 8 - Corrosive substances
 - Class 9 - Miscellaneous dangerous goods
 - UN1851 - Medicine, liquid, toxic
 - UN3249 - Medicine, solid, toxic
 - UN3248 - Medicine, liquid, flammable, toxic
 - UN1992 - Flammable liquid, toxic, N.O.S.
 - UN1993 - Flammable liquid, N.O.S.
 - UN2810 – Toxic liquid, organic, N.O.S.
- (The above are examples. This is not an exhaustive list)

Appendix 1 Notification To Activate Service Form (NASF)

This is a notice for the purposes of part 5.2(b) of the Contract Agreement for the storage, collection, treatment, energy recovery, export recovery of Healthcare Risk Waste, HSE Ref 2661 made between the HEALTH SERVICE EXECUTIVE, statutory body, having its principal headquarters at Oak House, Lime Tree Avenue, Millennium Park, Naas, Co. Kildare, or any successor body, (the “HSE”) [acting for and on behalf of the HSE, HSE funded organisations including all Acute Hospitals and participating public bodies including Government Departments, local councils, education bodies and other entities funded or controlled by any of the above]; (“the Client”) and SRCL Limited (“the Contractor”) dated 02nd April 2019

The [INSERT CLIENT DETAILS] is a Client as set out in the Contract and the Invitation to Tender documentation and in accordance with part 5.2(b) of the contract agreement HEREBY NOTIFIES the Contractor that it wishes to activate the purchase of Goods/Services with effect from [insert date] (the “Effective Date”).

The Client hereby acknowledges, agrees and confirms that the Contract and the Confidentiality Agreement are hereby adopted by the Client to govern the supply of the Goods/Services and references to the HSE in the Contract and the Confidentiality Agreement shall be deemed to be references to the Client and the Client hereby undertakes to comply with and observe all the terms and conditions of the Contract and the Confidentiality Agreement applicable to it as if a party thereto.

Dated: _____

Signed for and on behalf of the Contracting Authority _____

Dated: _____

Signed for and on behalf of the Contractor _____

Appendix 2 Customer Contact Details and Setup Form

Site Details

Site Name	
Site Address including Eircode	
Site's Eircode	
Site Phone Number	
Site Contact Name for waste services	
Site Email Address	
Site opening hours	
Are wheeled bins required? (If Relevant)	
What size, 360 litre or 770 litre? (If Relevant)	
Collection frequency required weekly/ fortnightly/ monthly. (If Relevant)	

Invoices and Payments

Billing Name	
Billing Address including Eircode	
Billing Contact name	
Billing Contact email for e-billing	
Billing Contact phone no.	
Certificate of destruction contact email addresses	

Please send the completed form to; fdowling@stericycle.com

Appendix 3 Supplementary Request for Quotation (SRFQ)

Contracting Authority Details

Name of the Contracting Authority	To be completed by the Contracting Authority
Contracting Authority Contact	To be completed by the Contracting Authority
Contracting Authority Contact Email	To be completed by the Contracting Authority
Contracting Authority Contact Office/Mobile Number	To be completed by the Contracting Authority

Requirements and Specifications

Location(s) details to which the service are to be provided at; <ul style="list-style-type: none">• Address• Eircode• Any special requirements, e.g. security, etc Note; this maybe provide as a separate documents by the Contracting Authority	To be completed by the Contracting Authority
Location(s) contact details (if different from the above); <ul style="list-style-type: none">• Name• Email• Contact Office/Mobile Number	To be completed by the Contracting Authority
Details of the Contracting Authority requirements and specifications Note; this maybe provide as a separate documents	To be completed by the Contracting Authority
Contractor Response to the Contracting Authority requirements and specifications Note; this maybe provide as a separate documents by the Contractor	To be completed by the Contractor
Total Costs (€) (Excluding VAT)	To be completed by the Contractor
VAT Rate(s)(%) and Value (€)	To be completed by the Contractor
Total Costs (€) (Including VAT)	To be completed by the Contractor
Special Terms and Conditions of Contract relating to the services' requirements and specifications	To be completed by the Contracting Authority
Closing Date for Receipt of the Contractor SRFQ Response	To be completed by the Contracting Authority

TO: (the “Contracting Authority”).

RE: Supplementary Request for Quotation (SRFQ) Name; (Contracting Authority’s Name for the SRFQ)

Supplementary Request for Quotation Reference Number; (Contracting Authority’s Reference Number for the SRFQ)

Having examined your Supplementary Request for Quotation (the “SRFQ”), we hereby agree and declare the following:

1. We understand the nature and extent of the Services required to be delivered as described in Requirements and Specifications.
2. We accept all of the Special Terms and Conditions of SRFQ :
3. We agree that we shall, in the performance of any contract(s), comply with all applicable obligations in the Contract and the Tender Documents (HSE Ref 2661) and environmental and social and labour law
4. We confirm that all prices quoted in our STRQ will remain valid for the period of time of three months commencing from the SRFT Submission Deadline specified in the SRFT.

Signed: (Authorised Signatory)	
Print Name in Block Capitals:	Click here and insert name
Position:	Click here and insert details
Company:	Click here and insert details
Registered Office Address:	Click here and insert address
Date:	Click here and insert date

Please email completed form to fdowling@stericycle.com

Appendix 4 Issues Notification Form

Location Details

Please give the specific details of the issue(s) that you wish to escalate:

What action has been taken to date and by whom?

What is the current situation?

Signed: _____

Print: _____

Date: _____

Email: _____

Please email completed form to fdowling@stericycle.com

Appendix 5 Contractor Personnel Assigned – Contract Support and Liaison

Position	Key Account Manager/s				
	Name	Address	Phone	Mobile	E-Mail
Contract Manager	Fiona Dowling	Stericycle 430 Beech Rd, Western Ind Estate, Naas Road Dublin D12 X361	1800937628 (08.30 – 17:00)	087 9113324	fdowling@stericycle.com
Account Manager	Sonia O’Keeffe		1800937628 (08.30 – 17:00)	086 0221088	srclireland@srcl.com
Customer Service	Customer Service Desk		1800937628 (08.30 – 17:00)	NA	
Transport Manager	Dara Connolly		1800937628 (08.30 – 17:00)	086 1741050	Not Available