



Glasgow City Council

Contract and Property Committee

Report by Director of Legal and Administration

Contact: Maureen Fitzpatrick Ext: 76406

**The Supply and Delivery of Moving and Handling Equipment -
Standing Transfer Aids and Accessories**

Tender Reference :- GCC006221CPU

Purpose of Report:

To submit details of the tenders received for the supply and delivery of moving and handling equipment – standing transfer aids and accessories and recommend acceptance of the most economically advantageous tender as detailed in this report.

Recommendations:

The Contracts and Property Committee is requested to approve the award of a contract for the supply and delivery of moving and handling equipment – standing transfer aids and accessories to the supplier listed below.

Prism UK Medical Limited
Companies House Number - 04992349

Ward No(s): XXXXXXXX

Citywide: ✓

Local member(s) advised: Yes ☐ No ☐ consulted: Yes ☐ No ☐

1 Background and Tender

- 1.1 Glasgow City Council's ("the council's") annual spend for the supply and delivery of moving and handling equipment – standing transfer aids is £22,160.
- 1.2 Post transfer of Cordia (Services) LLP to the council on 30th September 2018, all Care Services, including the EquipU store service, transferred to Glasgow City Health and Social Care Partnership ("GCHSCP").
- 1.3 This contract is to support the EquipU store service requirements. EquipU is a multi-authority collaboration established between South Lanarkshire, East Dunbartonshire, Renfrewshire, East Renfrewshire, West Dunbartonshire, the council, NHS Greater Glasgow and Clyde with the council acting as the lead partner. It provides and maintains assistive technologies for vulnerable citizens across six council partners and NHS Greater Glasgow and Clyde Valley. Since inception in August 2002, EquipU has continually developed to become the largest and most successful service of its kind in the UK. EquipU is based in the east end of the city, where the EquipU team oversee the entire process of providing assistive technologies to Service Users, including delivery, installation, maintenance, removal and recycling of an entire range of equipment.
- 1.4 The EquipU Partnership's ("the partnerships") annual spend for the supply and delivery of moving and handling equipment – standing transfer aids is £79,960.
- 1.5 Assistive technologies aid Service Users to live as independently and comfortable as possible in their own home with the use of stair lifts, hoists, beds, walking frames, specialised paediatric aids and more. Recycling is at the heart of EquipU and, on average, the service recycles over four million pounds worth of equipment annually. All equipment returned to the warehouse is processed through a recycling and decontamination centre before being inspected and placed back into stock ready to be re-used.
- 1.6 The transfer aid is used to assist a client from sit to stand. At this point they can be transferred to wheelchair/commode/chair/toilet etc. This equipment can also be used to wheel the client into another room which can be helpful when the client is struggling for space in a smaller environment. It is commonly used in inpatient and community/home rehabilitation settings to increase mobility.
- 1.7 As part of the sourcing strategy development stage, the Project Steering Group agreed a Dynamic Purchasing System (DPS) would be the best route to market for the supply, delivery, repair and maintenance of the community equipment. A DPS is a procedure available for contracts of works, services and goods commonly available on the market. As a procurement tool, it has some aspects that are similar to an framework agreement. However, the main difference is new suppliers can join at any time throughout the duration of the DPS along with some other conditions (as set out in Regulation 35 of the Public Contracts (Scotland) Regulations 2015).

- 1.8 In March 2022, the council established a DPS for the supply, delivery and installation, repair and maintenance of community equipment, ref GCC005127CPU. The DPS consists of 18 distinct categories which the council can utilise to tender for community equipment and services.
- 1.9 A commodity team consisting of stakeholders from GCHSCP, Health and Safety and the CPU was formed and it was agreed that conducting a tender via Category 2 – Moving and Handling, of the council's DPS, as stated in paragraph 1.6, would be the most appropriate method to deliver this contract.
- 1.10 The duration of the contract is for a period 60 months, with an option to extend for a further period of 24 months, commencing in February 2025. The contract length will provide continuity of supply of products which are a stable requirement.
- 1.11 The contract will be utilised by the GCHSCP.

2 Evaluation

- 2.1 All 14 suppliers appointed to category 2 of the DPS were invited to submit a bid. 7 suppliers submitted a bid. 1 bid was deemed non-compliant as it failed to meet product specification requirements at stage 2 of the evaluation. The category is broad and this means that not all suppliers can supply each requirement - 7 suppliers stated that they could not provide the requirement.
- 2.2 The award evaluation was based on the following criteria and weightings:-

Price	Quality	Quality Sub Criteria
70%	30%	Contract Delivery - 20 %
		Environmental and Sustainability – Packaging – 5%
		Fair Work First (including the Real Living Wage) - 5%
		Goods Sampling – Mandatory Pass/Fail

- 2.3 The evaluation of award scoring and estimated award value of the supplier which has been recommended for award is shown in the table below:-

Supplier	Total Evaluation Score	Estimated Contract Value (Per Annum)
Prism UK Medical Limited	97.00	£76,446

A summary of the unsuccessful tender evaluation results can be found at Appendix A.

3 Contract implementation and Supplier Management

- 3.1 GCHSCP will monitor the supplier's day to day operational performance. The CPU will undertake the overall contract management.
- 3.2 The outcome of our Contract Management Assessment Tool (CMAT) has deemed this contract to be categorised as requiring a low level of management. The supplier will be monitored in line with our contract and supplier management process which includes tracking the suppliers performance against the key performance indicators and working collaboratively to identify opportunities of improvement and innovation.
- 3.3 The agreed community benefits outcomes and Fair Work First commitments will be monitored via Cenefits which is a web based monitoring tool. We will also capture sustainable commitments within the CPU Sustainable register.

4 Policy and Resource Implications

Resource Implications:

Financial:

The estimated annual contract value is £76,446, totalling £535,122 over the 84 months duration of the contract (including extensions, if taken). This value includes estimated demands of the EquipU partners.

The council's estimated annual contract value will be £16,593 per annum, totalling £116,151 over the 84 months duration, if the demand aligns with the historical volumes.

This contract will provide an estimated annual saving of £25,674, totalling £179,718 over the 84 month period of the contract. The savings figure is based on a comparison of current rates and the recommended supplier's tendered rates.

The contract will be awarded based on the schedule of rates which are fixed for the first 24 months of the contract.

The estimated value is based on historical and projected future demand.

Legal:

The report raises no new legal issues.

The Director of Legal and Administration will be responsible for concluding the contract

<i>Personnel:</i>	No direct personnel implications.
<i>Procurement:</i>	Tender via DPS as detailed in paragraph 1.7.
Council Strategic Plan:	This contract supports Grand Challenge 1 and Mission 3.

Equality and Socio-Economic Impacts:

What are the potential equality impacts as a result of this report? An EQIA was not required for this contract as there is no impact.

Please highlight if the policy/proposal will help address socio economic disadvantage. Fair Work First was included as part of the award criteria with a weighting of 5%.

The supplier recommended for award, Prism UK Medical Limited, has confirmed the following Fair Work First policies within its tender submission:

- Provide appropriate channels for effective workers' voice
- Investment in workforce development
- No inappropriate use of zero-hour contracts
- Offer flexible and family friendly working practices for all workers from day one of employment

Community Benefit was included as part of the tender process. The supplier recommended for award, Prism UK Medical Limited, has confirmed the following outcomes should the contract spend reach the total contract award value.

- 7 x Community Engagement - Financial Support (minimum £1k)

Climate Impacts:

Does the proposal support any Climate Plan actions? Please specify: Yes – Action 45 is supported via this contract

What are the potential climate impacts as a result of this proposal? This contract specifies that packaging should not contain single use plastics, should contain recycled content, or be sustainably sourced packaging.

This includes; minimising packaging use, while ensuring safe and effective delivery of products; using reusable packaging and arranging take back of packaging; and the use of sustainable and innovative packaging materials.

Will the proposal contribute to Glasgow's net zero carbon target?

Yes, all purchased equipment will be reused and maintained to ensure it remains useable for as long as possible.

As part of the specification, equipment must be able to have genuine or equivalent spare parts available for at least 5 years to ensure against obsolescence.

Privacy and Data Protection impacts:

No data protection impacts identified.

5 Recommendations

The Contracts and Property Committee requested to approve the award of a contract for the supply and delivery of moving and handling equipment – standing transfer aids and accessories to the supplier listed below.

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Companies House Number - 04992349

Appendix A – Unsuccessful Suppliers

Supplier	Total Evaluation Score	Rank
W Munro (Rehab) Limited	81.73	2
Nottingham Rehab Limited	81.70	3
Arjo UK Ltd	79.54	4
Direct Healthcare Group Limited	65.59	5
Lisclare Limited	59.19	6