



**Glasgow City Council**

**Contract and Property Committee**

**Report by Director of Legal and Administration**

**Contact: Maureen Fitzpatrick Ext: 76406**

## **Item 7**

**10th October 2024**

### **The Supply and Delivery of Specialist Seating and Accessories**

**Tender Reference :- GCC006209CPU**

#### **Purpose of Report:**

To submit details of the tenders received for supply and delivery of specialist seating 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 specialist seating and accessories to the supplier listed below.

Accora Limited  
Companies House Number - 04915604

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 historical spend for the supply and delivery of specialist seating is £36,787.
- 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 It was agreed by officers and elected members that a review of the EquipU service would be undertaken and a Project Steering Group was set up in April 2019. This review is led by GCHSCP, with contributions from key stakeholders, one of which is the Corporate Procurement Unit (CPU).
- 1.4 This contract is to support the EquipU 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.
- 1.5 The EquipU Partnership's ("the partnership's") annual historical spend for supply and delivery of specialist seating is £122,625.
- 1.6 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.
- 1.7 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 electronic 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. 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 6 – Seating and Accessories, of the council's DPS, as stated in paragraph 1.7, 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 November 2024
- 1.11 The contract will be utilised by the GCHSCP

## **2 Evaluation**

- 2.1 All 11 suppliers appointed to category 6 of the DPS were invited to submit a bid. The category is all encompassing to capture as many suppliers as possible, but this does not mean that every supplier can supply each and every requirement. Market analysis indicated that only 3 suppliers could meet the council's requirements and 3 bids were received.
- 2.2 The award evaluation was based on the following criteria and weightings:-

<b>Price</b>	<b>Quality</b>	<b>Quality Sub Criteria</b>
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:-

<b>Supplier</b>	<b>Total Evaluation Score</b>	<b>Estimated Contract Value (Per Annum)</b>
Accora Limited	100.00	£128,075

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 estimate annual award value is £128,075, totalling £896,525 over the 84 months duration of the contract (including extensions). This value includes estimated demands of the EquipU partners.

The council's estimated annual value will be £38,422 per annum, totalling £268,957 over the 84 months duration, if the demand align with the historical volumes.

This contract provides an estimated yearly increase of £5,450 per annum totalling £38,150 over the 84 month period.

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

#### *Legal:*

The report raises no new legal issues.

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

#### *Personnel:*

No direct personnel implications.

#### *Procurement:*

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:**

*Does the proposal support the Council's Equality Outcomes 2021-25*

Yes - the Sustainable Procurement Duty requires that before a contracting authority buys anything, it must think about how it can improve the social, environmental and economic wellbeing of the area in which it operates, with a particular focus on reducing inequality.

*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, Accora Limited, has confirmed the following Fair Work First policies within its tender submission.

- Payment of at least the Real living Wage
- Provide appropriate channels for effective workers' voice
- Investment in workforce development
- No inappropriate use of zero-hour contracts
- Action to tackle the gender pay gap and create a more diverse and inclusive workforce
- Offer flexible and family friendly working practices for all workers from day one of employment
- Oppose the use of fire and rehire practice

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

- 2 x Community Engagement - Financial Support (minimum £1k)
- 2 x Community Engagement - Non-Financial Support (min. 5 hrs.)
- 2 x Business Mentoring

## **Climate Impacts:**

*Does the proposal support any Climate*

Yes – Action 45 is supported via this contract.

*Plan actions? Please specify:*

*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 specialist seating and accessories to the supplier listed below.

Accora Limited  
Companies House Number - 04915604

## Appendix A

Supplier	Total Evaluation Score	Rank
Careflex Limited 02650254	83.66	2
Evolution Healthcare Limited NI66640	82.02	3