



Glasgow City Council

Contracts and Property Committee

Report by Director of Legal and Administration

Contact: Maureen Fitzpatrick Ext: 74606

Item 6

8th August 2024

The Supply, Installation, Management and Maintenance of Secure Cycle Storage Units

Tender Reference :- GCC005733CPU

Purpose of Report:

To submit details of the tenders received for the supply, installation, management and maintenance of secure cycle storage units 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, installation, management and maintenance of secure cycle storage units to the supplier listed below.

Cyclehoop Limited
Companies House Number 06537532

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") budget for the supply, installation, management and maintenance of secure cycle storage units is £2.5 million. This budget figure was calculated based on the existing cost for cycle storage units plus a forecasted increase based on client estimates.
- 1.2 The issue of residential cycle parking is a problem for the council where there is a sizable proportion of older tenement properties and a limited space available for cycle storage. In recognition of this, the council awarded a 'pilot' contract for Secure On-Street Cycle Shelter Provision (SOSCP) for residents in March 2021. 61 units were installed in Phase 1 during May 2021 with an additional 70 units being installed in Phase 2 during March 2022. After that, Phase 3 was completed by installing additional 74 units with an uplift of the original contract value which led the total number of 205 units. Overall, the pilot has performed well with an average 96% occupancy (as of September 2023) across all units and a waiting list nearing 3,000.
- 1.3 Following a report to committee in March 2022, the council made a commitment to expand provision of the scheme with initial funding of £1.5m from the council's capital programme. This figure was subsequently increased to £2.5m.
- 1.4 The new shelters shall have a capacity of storing no less than six (6) bikes per shelter and will be suitable for many of the popular iterations of bicycle (road, mountain, city, ebikes etc.) in use at present.
- 1.5 The council anticipates that 500 new shelters shall be installed during the 5-year contract period, subject to market rates. As part of this contract, the council is targeting the supply and installation of approximately 120 shelters within 12 months of the contract commencement date, a further 120 shelters will be the target for installation in year 2, and a further 120 in year 3. The remainder shelters will be purchased and installed over the duration of the contract.
- 1.6 Further units may be required and installed subject to demand and available budget. This scheme will be developed in subsequent contract years in line with unit cost, demand, and available budget.
- 1.7 A commodity team consisting of stakeholders from Neighbourhoods, Regeneration and Sustainability and the Corporate Procurement Unit was formed to develop the sourcing strategy and deliver a new contract.
- 1.8 It was agreed that an open tender process would be the most appropriate method to deliver this contract. The opportunity was advertised via UK Find a Tender Service and Public Contracts Scotland.
- 1.9 The duration of the contract is 5 years with the option to extend for 2 periods of up to 12 months.
- 1.10 The contract will be utilised by Neighbourhoods, Regeneration and Sustainability.

2 Evaluation

2.1 10 suppliers expressed an interest. Of the 10, 3 submitted a bid. Of the 7 suppliers that failed to respond, two cited the opportunity was not suitable for their organisation, one cited insufficient capacity at this time, one cited inability to fulfill all elements of the contract, and the remaining 3 suppliers declined to provide a reason.

2.2 The award evaluation was based on the following criteria and weightings:-

Price	Quality	Quality Sub Criteria
50%	50%	Booking System/Test Site - 5%
		Data Protection - 5%
		Method Statements - 10%
		Work Programme – 10%
		Team Structure – 5%
		Marketing and Promotion – 5%
		Sustainability – 5%
		Fair Work First (including the Real Living Wage) - 5%

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

Supplier	Total Evaluation Score	Total Contract Value
Cyclehoop Limited	90.42	*£1,491,325

*The figure above represents a combination of the cost of purchasing the shelters plus repair and maintenance. The shelter element comprises the majority of the spend and based on the existing pricing represents a 24.9% saving when compared to existing shelter costs. The labour element of repair and maintenance represents a 58.3% saving when compared to existing labour costs.

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

3 Contract implementation and Supplier Management

3.1 The outcome of our Contract Management Assessment Tool (CMAT) has deemed this contract to be categorised as a low. The supplier will be monitored in line with our contract and supplier management process which includes

tracking the supplier's performance against the key performance indicators and working collaboratively to identify opportunities of improvement and innovation.

- 3.2 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 overall award value of £1,491,325, over the 7-year duration of the contract, if the two extensions are implemented, will be met by NRS capital budget.

As detailed in paragraph 2.3, savings have been secured on both the shelter cost and the repair and maintenance cost compared with existing rates. As a result, further units could be installed subject to demand and available £2.5M budget at the discretion of the client.

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: An open tender process as detailed in section 1.8

Council Strategic Plan:

The contract supports the following:

Grand Challenge 3: Fight the climate emergency in a just transition to a net zero Glasgow

Mission 1: Deliver sustainable transport and travel aligned with the city region

Commitment 12: Increase affordable cycle storage across the city

Equality and Socio-Economic Impacts:

Does the proposal support the Council's Yes - the Sustainable Procurement Duty requires that before a contracting authority buys anything, it must think about how it can improve the social,

*Equality Outcomes
2021-25*

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?

For the previous contract, an EQIA was undertaken and completed by NRS. It has been updated for the re-tender.

The EQIA, in summary, does not detail any negative impacts by implementing this contract. Please see link – [SOSCP Phase 4](#)

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, Cyclehoop Limited, has confirmed the following Fair Work First policies within its tender submission:

- As a real Living Wage employer, all Cyclehoop employees receive a salary above the local 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 Benefits was included as part of the tender process. The supplier recommended for award, Cyclehoop Limited, has confirmed the following outcomes:

- New Employee - Full Time Job (from Priority Group) x 3
- New Employee - Full Time Job (non-Priority Group) x 3
- MCR Pathways 1-2-1 Mentoring Programme (or equivalent Programme) x 2
- Work Experience Placement – School x 3
- Career Event x 5
- Supply Chain Briefings x 2
- Business Mentoring x 5

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

The proposal supports outcome 1 of the councils Equality Outcomes 2021 to 2025.

Climate Impacts:

Does the proposal support any Climate Plan actions? Please specify:

Yes - action no. 56 is supported via this contract.

Reduce the need to own and use a car through measures in the City Development Plan 2, Glasgow Transport Strategy and the Liveable Neighbourhoods.

Encouraging residents to use bikes as their primary mode of transport by providing a safe and convenient place to store their bikes.

This project contributes with key deliverables from the Climate Plan, such as: Glasgow Net Zero targets, Low Emissions Zone, City Centre Transformation Plan, Active Travel Strategy.

What are the potential climate impacts as a result of this proposal?

Enabling behaviour change when people are encouraged to swap modes of transport, by walking or cycling.

Promoting the reduction in number of private car journeys, which will reduce carbon emissions in the city, improve air quality and;

More physical activity is translated in health and wellbeing benefits.

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

Yes, the project is promoting walking and cycling as modes of transport, instead of private car commuting. This contributes to the reduction of CO2 emissions, and more sustainable ways of transport.

Privacy and Data Protection impacts:

A Data Protection Impact Assessment (DPIA) has been concluded and the recommendation of the DPIA has been incorporated into the tender evaluation for all suppliers.

5 Recommendations

The Contracts and Property Committee is requested to approve the award of a Contract for the supply, installation, management and maintenance of secure cycle storage units to the Supplier listed below.

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Appendix A - Unsuccessful Bidders

Supplier	Total Evaluation Score	Rank
LockIt Safe Ltd 02777397	75.81%	2
Grease Monkey (Scotland) Limited SC382399	69.46%	3