



Award of contract for the provision of SPT workwear and PPE

Committee

Operations

Date of meeting

10 November 2017

Date of report

2 November 2017

Report by Assistant Chief Executive (Operations)

1. Object of report

To recommend the approval of a contract of up to 5 years for the provision of SPT workwear and PPE to Bunzl Greenham.

2. Background

SPT is responsible for the provision of workwear and personal protective equipment (PPE) required by employees to undertake their duties. This can include items such as safety helmets, gloves, eye protection, high-visibility clothing, safety footwear, safety harnesses, hearing protection and respiratory protective equipment. All such equipment is designed to protect employees against health and safety risks in the workplace.

The current annual average spend is approximately £81,000. The existing contract was awarded for a period of 4 years and is currently on a monthly rolling basis. In preparation for tendering all SPT requirements across the various activities were gathered to allow robust garment sampling and testing to be undertaken. The PPE equipment used will reflect the specific requirements of the individual jobs undertaken within the organisation.

PPE should be used to supplement other protective measures to control exposure and protects only the wearer, whilst being worn. It is imperative within our training and ongoing competency programme that SPT employees know the reasons why they need PPE and are fully trained to use it correctly, otherwise it is unlikely to protect as required.

3. Outline of proposals

The requirements for SPT are:

- To appoint a single provider for the supply of workwear & PPE;
- Provide specialist support and advice to SPT on ongoing developments of PPE solution with a further aim to minimise excessive use and associated cost within the supply of workwear and PPE;
- Provision of an efficient and effective online ordering system;
- Provision of detailed management information which will allow SPT to report on usage of workwear and PPE.

SPT tendered by way of a mini competition, within the existing Scotland Excel Framework Agreement. All six companies within the framework who could supply across all lots were invited to tender for the contract. Tenders were submitted by three companies.

The tender evaluation model was based on a weighting of Price 70% and Quality 30%, which was set out under the Scotland Excel Framework.

In order to directly compare bid prices, an annual cost was calculated using the historical PPE and workwear consumption figures provided in the issued tender documentation. Vending and prescription safety glasses were not evaluated as part of the tender cost.

Both Arco and Bunzl Greenham tendered fixed costs per item for two years, with Scott Direct Ltd applying fixed costs until February 2018. A CPI figure of 3% was used and applied to calculate future costs. A break clause after 3 years will also be included within the contract to allow SPT to fully assess whether the contract is effective and providing value for money at that time.

The combined quality and price scores are provided in the table below and ranked in order of preferred supplier:

Combined Price / Quality Scores				
5 Year Estimated Costs based on current Utilisation				
	Price	Weighted Score (70%)	Quality Weighted Score (30%)	Total
Bunzl Greenham	241,396	70	30	100
Arco	314,445	54	24	78
Scott Direct	332,053	51	26	77

Bunzl Greenham is the preferred supplier of PPE and workwear to SPT, having scored the highest for both price and quality.

4. Conclusion

This tender process has resulted in a proposed contract that will comply with health & safety legislation, with regards to the provision of PPE, thus ensuring that SPT employees are adequately protected against health and safety risks at work.

The Customer Standards department will monitor and report on contract spend across client departments and will ensure issue control to ensure PPE and workwear is being issued appropriately. Annual spend will be closely monitored in line with the utilisation rates used during the tender process.

5. Committee action

The Committee is recommended to approve the contract award for up to 5 years for the provision of Workwear and PPE to Bunzl Greenham for five years, at an estimated cost of £241,396 with a suitable break clause after 3 years, to consider contract performance.

6. Consequences

Policy consequences: *In line with Regional Transport Strategy.*

Legal consequences: *Any contract awarded will be subject to the terms of SPT's Invitation to Tender together with Scotland Excel's general and special conditions.*

Financial consequences: *The estimated cost of this contract can be contained within existing revenue budgets.*

Personnel consequences: *None.*

Equalities consequences: *None.*

Risk consequences: *None.*

Eric Stewart
Assistant Chief Executive (Operations)

Gordon MacLennan
Chief Executive

for further information, please contact Michael Ferrie, Customer Standards Manager on ext 3276