



Supply of corporate uniforms

Committee Strategy & Programmes

Date of meeting 18 May 2018

Date of report 27 April 2018

Report by Assistant Chief Executive

1. Object of report

To recommend the approval the award of the contract to supply corporate uniforms to a Scottish Government supported business, Haven PTS.

2. Background

SPT provides a range of public transport services directly to the travelling public through its network of Bus Stations, Subway Stations and other related activities. Employees involved in these activities are obliged to wear a corporate uniform provided by SPT for reasons including ease of recognition, presentation and brand ethos.

The previous corporate uniform contract was awarded to First Corporate Clothing Ltd for a period of five years at a cost of £56,785 per annum. This contract expired and a procurement exercise was undertaken to establish the options available to SPT in securing a new contract.

After exploring a number of procurement options, SPT opted to take this forward via direct award of the contract to a supported business. A supported business is defined in The Public Contracts (Scotland) Regulations 2015 as an economic operator whose main aim is the social and professional integration of disabled or disadvantaged persons and where at least 30% of the employees of the economic operator are disabled or disadvantaged persons.

In accordance with Regulation 21 of the Public Contracts (Scotland) Regulations 2015, a public body can restrict the tendering process for goods or services to supported businesses.

In September 2012 Scottish Government Procurement awarded a multi lot / multi supplier Framework for supported factories and businesses. The framework included Lot 3 Textiles / Personal Protective Equipment which was a single supplier lot and facilitated direct purchase.

Haven PTS are a Scottish Government supported business and were awarded a place on the above framework. They can supply corporate work wear via a catalogue, which is a similar process to SPTs last corporate uniform contract.

3. Outline of proposals

SPT followed the Scottish Government Procurement Framework guidelines for procuring from the Supported Business Framework (number SP-12-002). This entailed selecting garments from their catalogue that matched specifications to SPTs existing garments.

A site visit was made to Haven PTS, Larbert, to identify what uniform garments can be provided to SPT from their framework. This included how they control the receipt of garments, embroidering facilities and deliveries.

Garment samples were obtained, similar to the existing garments supplied to SPT, and were provided to key personnel for consideration. There was positive feedback on both quality and style.

Costs were obtained for the selected garments and a process of benchmarking against SPTs previous contract commenced, with clarifications sought on embroidery costs, delivery charges and potential raw material increases to provide a suitable cost comparison.

Following this costing exercise, based on the same volume of uniform wearers in 2017, Haven PTS's prices were compared to the prices from the previous contract. It was identified that should Haven PTS be awarded the new corporate uniform contract, on a like for like basis with the existing contract, the expected cost savings will equate to approximately £9,621 over five years. Haven PTS have confirmed fixed pricing for 12 months, with subsequent years' pricing subject to an annual review.

Haven Projected Costs		Previous Contract		Projected Saving
Duration	Cost	Duration	Cost	
1 yr	£42,349.14	1 yr	£44,273.35	£1,924.21
3 yrs	£127,047.42	3 yrs	£132,820.05	£5,772.63
5 yrs	£211,745.70	5 yrs	£221,366.75	£9,621.05

4. Conclusions

In addition to the potential cost savings of approximately £9,621 identified with awarding this contract to Haven PTS, an additional benefit for SPT is the reduction in tendering timelines and associated costs.

This contract will also contribute towards the Scottish Government's aspirations with regards to ethical, social and sustainability issues.

5. Committee action

It is proposed that SPT award the supply of the corporate uniform contract directly to Haven PTS at an estimated cost of £215,000, for a period of five years with a suitable break clause.

6. Consequences

Policy consequences *Consistent with the approved procurement strategy.*

Legal consequences *A contract will require to be entered into between SPT and Haven PTS.*

Financial consequences	<i>There is funding available within the 2018/19 revenue budget to support award of this contract.</i>
Personnel consequences	<i>None.</i>
Equalities consequences	<i>Supports SPTs Equality Outcome and Action Plan objectives</i>
Risk consequences	<i>None.</i>

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