

To: SOCIAL WORK COMMITTEE HOUSING AND TECHNICAL SERVICES COMMITTEE		Subject: SERVICING, MAINTENANCE, SUPPLY AND INSTALLATION, REMOVAL AND STORAGE OF EQUIPMENT FOR PEOPLE WITH DISABILITIES: PROPOSED AWARD OF THREE YEAR MEASURED TERM CONTRACT AND CONTRACT ADMINISTRATION.
From: DIRECTOR OF SOCIAL WORK DIRECTOR OF HOUSING AND PROPERTY SERVICES		
Date: 9 <sup>TH</sup> MAY, 2002	Ref: BM/SKMCD/DM	

## 1. PURPOSE OF REPORT / INTRODUCTION

1.1. The purpose of this report is to:

- Advise Committee on the tender returns and to seek Committee approval to award the contract, and
- To seek approval to redesignate the contract management, administration and transfer of resources from Housing and Property Services back to Social Work.

## 2. BACKGROUND

- 2.1. The recommendations made by the Member / Officer Working Group on Equipment and Adaptations, accepted by Committee in November 2000, included the establishment of a measured term contract for the supply, installation, removal, storage, service and maintenance of equipment for people with disabilities.
- 2.2. In May 2001 Committee approved designation of the management and administration of this contract together with transfer of resources to the Department of Housing and Property Services. It was agreed to transfer £130,000 solely for service and maintenance from the Social Work Department to Housing and Property Services Department to carry out this function.
- 2.3. The Lifting Operations and Lifting Equipment Regulations (LOLER) 1998 which came into force for all lifting equipment on 5<sup>th</sup> December, 1998 require all equipment designed to lift people to be serviced twice a year.

### 3. CONTRACT CONDITIONS

3.1. The contract obliges the contractor to undertake cyclical servicing visits and ad hoc maintenance/repairs to specialist equipment for people with disabilities for a fixed annual sum. Any item of equipment requiring maintenance/repair through misuse or vandalism attracts an additional payment. Provision is also included within the contract for the supply and installation of new equipment and removal, storage and refitting of existing equipment.

### 4. TENDER RETURNS

4.1. Completed tenders were received from the following companies:

	Company	Amount Before Checking	Amount After Checking
1.	Acorn Mobility Services	No offer	No offer
2.	Thyssen Krupp	No offer	No offer
3.	Stannah Lift Services Ltd	£4,627,074.00	£4,627,074.00
4.	Stairlift Scotland Ltd	£4,245,507.00	£4,250,307.00
5.	Minnovator Ltd	£3,423,612.00	£3,417,968

### 5. EVALUATION OF TENDERS AND TENDERERS

5.1 After arithmetical checks and applying the contract award criteria of 70% for price and 30% for quality based on the evaluation model previously approved by the Housing and Property Services Committee, the following points have been awarded.

	Company	Points Allocated For Price	Points Allocated For Quality	Total
1.	Stannah Stairlift Services Ltd	16.2	23.0	39.2
2.	Stairlift Scotland Ltd	29.1	22.3	51.4
3.	Minivator Ltd	59.6	16.7	76.3

5.2 By applying the evaluation model criteria, the tender submitted by Minivator Ltd obtained the highest points total of 76.3 for price and quality.

5.3 The Council's Finance Department has previously advised that it would be inappropriate to award a contract of this value to Adam Hart Ltd and as this advice was received prior to the issue of contract documents this contractor was, therefore, not issued contract documents.

5.4 To ensure a competitive offer was received, a further two contractors were included into the tenderer list and they are identified as contractors 1 and 2 under item 4.1 of this report.

## 6. FINANCIAL / PERSONNEL / LEGAL / POLICY IMPLICATIONS

6.1 The servicing and maintenance figure of £242,166 for the existing equipment is a fixed sum and the Council would require to resource this annually. However, the annual figure of £934,021 for the supply and installation of new equipment and the removal, storage and refitting of existing equipment would only be paid where the department issued a works order to the contractor, and this process would be subject to the normal procedures governing budgetary control.

## 7. ACTION

7.1. The Director of Administration be advised that:


- the tender from Messrs Minivator Ltd is competitive and represents value for money;
- the work undertaken as a part of this contract is outwith the scope of the Construction (Design and Management ) Regulations 1994; and
- the offer should be accepted.

## 8. RECOMMENDATIONS

8.1 It is recommended that Committee approve:

- the acceptance of the offer made by Messrs Minivator Ltd in the sum of £3,417,968 for a 3 year period with the contract commencing on 3 June 2002, subject to a suitable bond being provided to the Council;
- the redesignation of Contract Administrator to the Director of Social Work; and
- the transfer of £130,000 from Housing and Property Services Department back to the Social Work Department.

  
**Jim Dickie**  
**Director of Social Work**  
**26<sup>th</sup> April 2002**

  
**Tom McKenzie**  
**Director of Housing and Property Services**

For further information on this report please contact Duncan Mackay, Manager, Community Care (Adults) TEL: 01698 332065)