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Tender

## **Invitation To Tender for the Provision of Logistics: Equipment & Removal Service**

CAMBRIDGE UNIVERSITY HOSPITALS NHS FOUNDATION TRUST

F02: Contract notice

Notice identifier: 2023/S 000-022581

Procurement identifier (OCID): ocids-h6vhtk-03ecb9

Published 3 August 2023, 11:59am

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

CAMBRIDGE UNIVERSITY HOSPITALS NHS FOUNDATION TRUST

Box 130 Addenbrookes Hospitalhills Road

CAMBRIDGE

CB20QQ

#### **Contact**

Jack Tyndall

#### **Email**

[jack.tyndall@nhs.net](mailto:jack.tyndall@nhs.net)

#### **Telephone**

+44 1223217916-3916

#### **Country**

United Kingdom

**Region code**

UKH12 - Cambridgeshire CC

**Justification for not providing organisation identifier**

Not on any register

**Internet address(es)**

Main address

<https://www.cuh.nhs.uk/>

**I.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://eoecph.bravosolution.co.uk/web/login.shtml>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://eoecph.bravosolution.co.uk>

Tenders or requests to participate must be submitted to the above-mentioned address

**I.4) Type of the contracting authority**

Other type

NHS Foundation Trust

**I.5) Main activity**

Health

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Invitation To Tender for the Provision of Logistics: Equipment & Removal Service

Reference number

ADD/PU/JT/23/10

#### **II.1.2) Main CPV code**

- 98392000 - Relocation services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

Provision of a logistics and equipment moving service that covers the Trust onsite and offsite premises.

#### **II.1.6) Information about lots**

This contract is divided into lots: No

### **II.2) Description**

#### **II.2.3) Place of performance**

NUTS codes

- UKH - East of England

Main site or place of performance

Addenbrookes Hospital

Hills Road

Cambridge

CB2 0QQ

## **II.2.4) Description of the procurement**

To provide a logistics and equipment moves service that covers the Trust onsite and offsite premises.

Tasks include but not limited to:-

- Removal of unwanted items from wards/clinics/departments - recycling where possible and disposal where required
- Support for any equipment requiring moving as a result of a ward move/deep clean/office move
- Offsite removals (to CUH approved sites i.e. Sawston Warehouse, Madingley Hall) of equipment and goods for storage, and return to site when required by the owner.
- Daily delivery of items on behalf of Hotel Services in support of Soft Services (clean linen cage and a food trolley) to one ward on site that requires the use of a van (provided).
- Management of offsite storage facility keeping a detailed inventory up to date at all times including a reminder service when archived documents are due for destruction in accordance with Trust policies
- Supporting Capital Projects Team in the commissioning and decommissioning of projects, by removing and delivering equipment in and out of storage (in liaison with the Trust appointed service manager)
- Conduct daily checks to ensure that lift landings and level 1 areas of the hospital site are kept clear of unwanted junk items and rubbish. Moving items for disposal or recycling to the service yard or the appropriate area of level 1 (for beds awaiting cleaning)
- Daily check of coin operated wheelchairs and rotating stocks where necessary to ensure even levels at each point of service
- Ad hoc assistance in delivery of bulky items on behalf of Procurement/Goods in, support to ACT with ad hoc deliveries (in liaison with the Trust appointed service manager)
- To assist with the setting up of any requested training courses and Exams under instruction from the Clinical School

### **Out of Scope**

The following tasks are not considered in scope of the contract:

- Moving patients
- Removal/Moving of physical body parts
- Medical gases
- Specialist equipment moves i.e. clinical engineering moves
- Packing of items before being moved

### Specific Requirements

- The service provider shall provide all materials, uniforms, consumables and Equipment required to provide the Service and meet the requirements of this Specification. This shall include but not be limited to all trolleys and movement equipment as well as any packing/storage boxes. The Trust will provide the equipment in Appendix I.
- Service provided Monday to Friday 0800-1600 and includes bank holidays. (unless with prior agreement of the Trust on a case by case basis)
- Service to consist of three operatives per day to manage and execute all requirements including management of workloads. Additional costs must be agreed in advance of work being carried out and will be restricted to any additional weekend working and any weekday working that is over and above the hours quoted in this agreement. Any costs for additional resource during the Monday-Friday (08:00-16:00) timeframe is the responsibility of the Service Provider
- Service Provider to comply with all Trust Policies and Procedures and values.
- Resource to comprise of three operatives.
- To Respond to the operational needs of the service as functional areas can often close, open or change risk level at short notice.
- All requests shall be made via the Trust's helpdesk system. Service provider to process requests through the Task Monitoring system (currently CARPS) system and provide performance information on request, to the Trust. Information required to include but not be limited to task demand and completion timescales.
- Service provider to meet with the Trust on a monthly basis to review performance.
- An office, PC, (with CARPS software pre loaded), landline and use of a fully insured 3.5t van are provided by the Trust. Service Provider to ensure that any driver is adequately licensed to do so.

- Service provider responsible for insurance and appropriate licensing for the goods being transported.

#### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

#### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

This contract will be for three years, with the option for a further one year extension.

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: No

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Open procedure

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: No

### **IV.2) Administrative information**

#### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Date

5 September 2023

Local time

3:00pm

#### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

#### **IV.2.7) Conditions for opening of tenders**

Date

6 September 2023

Local time

9:00am

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

### **VI.4) Procedures for review**

#### **VI.4.1) Review body**

Cambridge University Hospitals NHS Foundation Trust

Cambridge

Country

United Kingdom