

Recommendation is that one A4 page per heading be provided which should be broken down into three sections:

- A. A brief description of the service
- B. A diagram showing links, structure, and any other useful information
- C. All associated costs

Do you record and monitor the distribution and collection of equipment YES (✓) NO ()
If Yes, please describe how often and the methodology.

Currently this is a manual process linked into an Excel spreadsheet, we plan to install MESaLS software in the very near future which would track all equipment using barcodes and scanners. This would provide and maintain a comprehensive on-line record of equipment identifying maintenance and collection schedules.

Section 5 Price

Price Breakdown Sheet – please refer to Schedule 7 for guidance

Community Equipment Service	
Element of the Tendered Rate	Amount
1. Fixed costs (non-recurring)	£25,000
2. Fixed costs (recurring)	£168,759
3. Variable costs (recurring)	£16,040
4. Equipment costs	A range of £550k / £1.2m, please pricing breakdown

Torbay Tender

Schedule 6

Section 5 Price

1) Fixed Costs (non recurring)			
a)	Mezzanine for the store	£22,000	
b)	Racking	£3,000	
			£25,000

1) Fixed Costs (non recurring)

- a) It is expected that a mezzanine floor would be necessary to maximise the potential of the storage area and enable SSD equipment to be appropriately stored.
- b) Suitable racking would be required for this area at an estimated cost of £3,000.

2) Fixed Costs (recurring)			
c)	Building Lease	£28,000	
d)	Insurance	£450	
e) Additional van	Van lined (1)	£7,500	
f)	Utilities	£3,500	
g)	Telephones inc. mobiles	£900	
h)	Service Contracts	£1,000	
i)	Salaries	£127,409	
			£168,759

2) Fixed Costs (recurring)

- c) The building lease price is given, however there does not seem to be any documentation for future increases in lease costs, possible repairs or on charges such as Road Charges and as such none have been added for the purposes of this tender.
- i) Salaries represent a staffing level of 9 full time posts, however this could be reduced in line with the suggestions contained in "Equipment Costs continued".

3) Variable Costs	Consumables	£400	
	Printing & Stationary	£500	
	Fuel costs	£3,900	
	Recycling Materials	£2,000	
	Refurbishment	£200	
	Equipment Spares	£4,500	
	Call-out / Out of hours / Holidays	£4,140	
	Waste management	£400	
			£16,040

4) Equipment Costs

4. Equipment Costs

An accurate estimate of equipment costs is extremely difficult as it involves so many variables. There is little accurate historic data on which to make confident estimates. The variables include the average length of time the equipment remains with the client, the collection ratio and the percentage of equipment suitable for re-use.

Equipment is listed by name without a description and the price of an individual item can vary significantly, depending on size or weight limitations or specialist requirements. An example is that the 1000 cushions listed could cost £34 each for a Permapad 17 x 17 up to £175 each for a Flowtex Solution Cushion. Our estimate, therefore, for the purchase of equipment is a guide based on our considerable experience. All equipment purchased would be at NHS Purchasing and Supply Agency (PaSA) prices or better and is based on the purchaser having the freedom to specify the equipment within their budget limitations.

We would estimate that the cost of supplying the basic equipment for Torbay would be within a range of £550,000 to £1.2 Million.

This would depend on the exact specification of the equipment to be purchased, equipment turnover, how quickly it can be recycled and an estimated 10% of recycled equipment being unfit for re-use.

We would estimate that £25,000 should be allocated for the hire of equipment to meet short-term peaks or specialist needs in order to ensure that delivery targets are met.