

Report of Chief Officer Access and Care

Report to Director of Adult Social Services

Date: 26 September 2014

Subject: Request to waive Contracts Procedure Rule No 8 to purchase two Crown Work Assist Vehicles (WAV 50 Series) for use within the warehouse at Assisted Living Leeds.

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Summary of main issues

1. This report outlines the need to purchase two Crown Work Assist Vehicles (WAV 50 Series) for use within the warehouse at Assisted Living Leeds.
2. Health and Safety Officers from Leeds City Council and Leeds Community Healthcare, staff from Leeds Community Equipment Service and other Community Equipment Services have been consulted as identifying that the Crown Work Assist Vehicle is the only suitable warehouse vehicle to use with the racking installed at Assisted Living Leeds. The racking was chosen following receipt of three tenders and the supplier acted as a sub-contractor in the refurbishment of the building.
3. Staff health and safety, compatibility with racking, maximising the use of available racking space, efficient working practices and simplicity of operation means that the WAV50 series offers benefits that cannot be found in standard forklift trucks and warehouse picking machinery. Crown is currently the only supplier of a work assist vehicle suitable for the warehouse layout at Assisted Living Leeds.

4. It is proposed that the purchase of two Work Assist Vehicles would enable the warehouse to be used to its full potential with one machine used for picking items ready for delivery and the other used to place stock on shelving after it has either been cleaned and repaired or delivered from a supplier. This approach also provides some form of contingency should an issue arise with one machine.

Recommendations

5. The Director of Adult Social Services is recommended to approve the waiver of the following Contracts Procedure Rule(s): no 8 and approve purchase two Crown Work Assist Vehicles (WAV 50 Series) for use within the warehouse at Assisted Living Leeds.
6. Implementation of the decision will be carried out by the Service Manager – Leeds Community Equipment Service and Tele Care.

1 Purpose of this report

1.1 The report seeks to request to waive Contracts Procedure Rule No 8 in order to allow purchase of two Crown Work Assist Vehicles (WAV 50 Series) for use within the warehouse space at Assisted Living Leeds.

1.2 Contract Procedure Rule 8 relates to Intermediate Value Procurement – between 10k and 100k and states;

*8.1 Where no appropriate ISP, Exclusive Supplier, existing provider, or Approved Framework Agreement exists, **competition is required for procurements** valued over £10k but at or below £100k.*

*8.2 **At least three written tenders will be invited.** These tenders may be invited by publishing either an open or a restricted tendering opportunity (restricted meaning that only selected suppliers are invited to tender) on the YORtender portal or inviting tenders from suppliers using Construction line (if applicable, please see the construction and housing category team for advice). Authorised Officers should consider CPR 1.1.3 when deciding which approach to take.*

1.3 This report explains the need to waive CPR8 in this instance.

2 Background information

2.1 The Leeds Community Equipment Service (LCES) will soon relocate from their current Roundhay Road site to a newly refurbished site to be known as Assisted Living Leeds (ALL). The new site will provide custom designed storage, cleaning, repair and warehouse facilities to enable both the LCES and Telecare to deliver and install equipment to Health and Social Care service users across the city. Last year the service delivered 82,326 items and collected another 59,821 for recycling, a 2.5% increase on the previous year.

2.2 In December 2013 the Yorbuild framework was used to appointment Strategic Team Group as the main contractor for the ALL scheme. A key element of the tender was to appoint a specialist sub-contractor to supply and install the warehouse racking. Three proposals and quotations were received and assessed from Brysdales, Link 51, and Complete Office Solutions. Brysdales were deemed to provide the most suitable and lowest cost proposal. A waiver report was completed and signed off in July 2013 to enable Brysdales to be the nominated sub-contractor.

2.3 In order to make the best available use of space within the warehouse area at ALL the new warehouse racking has been installed to a height of 5 meters. In order to utilise the shelving layout efficiently staff will need to use either ladders or a specialist lifting device. Following consultation with Brysdales staff, and Community Equipment Services in other Local Authorities, the most effective solution is the purchase of two Crown Work Assist Vehicles (WAV 50 Series).

3 Main issues

Reason for Contracts Procedure Rules Waiver

3.1 Crown is currently the only supplier of a work assist vehicle suitable for the warehouse layout at ALL and the needs of Leeds Community Equipment Service staff that would operate it. It is therefore not possible to undertake a procurement exercise as required by CPR8. The

WAV50 series offers benefits that cannot be found in standard forklift trucks and warehouse picking machinery.

- 3.2 The layout of warehouse racking at ALL features reasonably narrow walkways with the highest shelves located 4.5m to 5m high. The racking was designed for the intended usage of these vehicles. The small size (1.5m long by 0.75 meters wide) of the vehicles has meant that additional rows of racking units have been included, allowing greater capacity for storage and therefore maximum use of floor space and future proofing the design.
- 3.3 The use of ladders to reach equipment stored on higher levels presents a significant Health and Safety risk to staff. Health and Safety leads from Leeds Community Healthcare and Leeds City Council have advised that the Work Assist Vehicle provides a much safer alternative, than the use ladders, with the operator physically lifted to the shelving height within a safety platform. A number of other features also ensure operator safety including:
- A loading shelf is provided for items to be safely placed during movement
 - Sensors to ensure that the operator has both feet and hands in the correct position before the vehicle will operate
 - Safety gates that must be closed before the lifting platform will rise
 - Battery operated and charged from a regular 240V socket meaning no fumes within the warehouse setting
- 3.4 The nature of the equipment stored within the warehouse also means that a standard forklift truck would not be a practical solution. A forklift truck requires items to be stored on a pallet which is not appropriate for LCES as many of the items stored are recycled and therefore unboxed.
- 3.5 A further key benefit to the work assist vehicle is that no operator's license is required. The simple nature of the controls and built in safety features means that Staff can be trained via an instructional DVD. This again provides a significant benefit when compared to the use of forklifts which requires operators to be trained and obtain licenses which would result in a cost to the service.
- 3.6 It is proposed that the purchase of two Work Assist Vehicles would enable the warehouse to be used to its full potential with one machine used for picking items ready for delivery and the other used to place stock on shelving after it has either been cleaned and repaired or delivered from a supplier. This approach also provides some form of contingency should an issue arise with one machine.

Consequences if the proposed action is not approved

- 3.7 If the purchase of the Work Assist Vehicles is not undertaken LCES will be unable to fully utilise the full space available for equipment on the warehouse racking as per the intended design as it would represent a health and safety risk for staff to carry equipment whilst climbing ladders.
- 3.8 The service would also be much less efficient without the use of a Work Assist Vehicle. Placing items on shelves using traditional ladders is a two person task with one required to climb the ladder and pass down an item to a colleague. Using a Work Assist Vehicle means that one person can maneuver, lift and pick items thus freeing up staff to work in other areas.

Advertising

- 3.9 It is not proposed to advertise the contract due to Crown being the only UK supplier of Work Assist Vehicles in the UK designed to the specification required for the warehouse area at Assisted Living Leeds.
- 3.10 This decision will be published as a significant operational decision.

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 The process included officers from Adult Social Care, staff and management from LCES, and Health and Safety officers from both Leeds City Council and Leeds Community Health Care.

4.2 Equality and Diversity / Cohesion and Integration

- 4.2.1 An Equality Impact Assessment screening tool has been undertaken for the purposes of this recommendation, and has indicated that an EIA does not need to be carried out. There will be no adverse effect on any particular groups of people within the city by the proposal. This is attached at Appendix 2

4.3 Council Policies and City Priorities

- 4.3.1 The purchase of a Work Assist Vehicle will enable LCES to contribute to National Indicator 142: the percentage of vulnerable people supported to achieve independent living.
- 4.3.2 The purchase of a Work Assist Vehicle will enable LCES to contribute to the City Priority Plan 2011 to 2015, Best City for health and wellbeing: Supporting more people to live safely in their own homes and give people choice and control over their health and social care services.
- 4.3.3 The purchase of a Work Assist Vehicle will enable LCES to contribute to contribute to the Council Business plan 2011 to 2015, Adult Social Care Directorate Priorities and Performance Measures by ensuring more people with poor physical or mental health remain living at home longer.
- 4.3.4 The purchase of a Work Assist Vehicle will enable LCES to better support adults whose circumstances make them vulnerable to live safe and independent lives.
- 4.3.5 The purchase of a Work Assist Vehicle will enable LCES to provides easier access to joined-up health and social care services.

4.4 Resources and Value for Money

- 4.4.1 The Total Cost of Ownership for two Crown Work Assist Vehicles (WAV 50 Series) is £20,000 plus VAT. This represents a discount on regular purchase of one machine which would cost £12,500 plus VAT. Ongoing costs would be £60 each per 6 months after the initial 12 months Warranty period has expired.
- 4.4.2 Funding for the initial purchase is available from the Assisted Living Leeds Capital Scheme no. 16460.

- 4.4.3 Funding of £120 per annum for maintenance in 2015 /16 and £240 per annum from 2016/17 is available from the running costs for LCES within the pooled fund.

4.5 Legal Implications, Access to Information and Call In

- 4.5.1 The total value of this procurement is below that at which the Public Contract Regulations apply. This decision is a Significant Operational Decision.

4.6 Risk Management

- 4.6.1 If the Service is unable to purchase two Work Assist Vehicles there is a risk that this will inhibit the effective use of the warehouse space within Assistive Living Leeds. Storage capacity will be significantly reduced as high level shelving will be unusable. This high level shelving could be used via ladders but this represents a health and safety risk to staff working at height. Using two LCES staff members to operate ladders (one to climb and pass down items to person on lower levels) would reduce efficiency of the overall LCES service as more staff will be required to safely pick items stored on higher levels.
- 4.6.2 The safe operation and maintenance of the Work Assist Vehicles would be a key consideration. Staff must view a training DVD and attend a practical demonstration and observation by the warehouse manager before they can operate the vehicles. The machines will receive 6 monthly maintenance checks to ensure they remain operational and safe.

5 Conclusions

- 5.1 The purchase of two Crown Work Assist Vehicles (WAV 50 Series) is the most effective means to enable the Leeds Community Equipment Service to fully utilise the new warehouse space at Assisted Living Leeds. The vehicles will enable fast, efficient and safe management of stock locations within the warehouse helping to keep up with the ever increasing demand on the service.

6 Recommendations

- 6.1 The Director of Adult Social Services is recommended to approve the waiver of the following Contracts Procedure Rule(s): no 8 and approve purchase two Crown Work Assist Vehicles (WAV 50 Series) for use within the warehouse at Assisted Living Leeds.
- 6.2 Implementation of the decision will be carried out by the Service Manager – Leeds Community Equipment Service and Tele Care.

7 Background documents

- 7.1 Equality, Diversity, Cohesion and Integration Screening.