

**Report of Joanne Miklo, Head of Business Administration**

**Report to Helena Phillips, Chief Officer Shared Services**

**Date: 21<sup>st</sup> October 2014**

**Subject: Request to award the contract to ARCO for the Supply of Personal Protective Equipment under ESPO Agreement 144.**

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 checked="" type="checkbox"/> <b>Yes</b>	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. The current contract for the provision of Personal Protective Equipment (PPE) to Leeds City Council expires on 31<sup>st</sup> October 2014 and a new contract is required from 1<sup>st</sup> November 2014.
2. Following a report to the Chief Officer PPPU requesting approval to enter into a contract with the supplier offering best value under ESPO framework agreement 144 approval was granted on 15<sup>th</sup> October 2014. The approval was granted with some minor concerns raised regarding the wording in the Framework however these were deemed sufficiently low risk that approval was granted.

**Recommendations**

3. To approve the award of the contract to ARCO for a 12 month period.

## **1 Purpose of this report**

- 1.1 The purpose of the report is to seek approval to award a contract to ARCO for the supply Personal Protective Equipment (PPE) under ESPO Agreement 144.

## **2 Main issues**

- 2.1 The council have had a contract with ARCO, via a framework established via Bradford Council and this is due to expire on 31<sup>st</sup> October 2014.
- 2.2 The purchase of PPE has been deemed a key area to review as part of the Better Business Administration Project as there are significant variations in process, purchasing methods and product sets across the organisation. This is a major review and is similar in approach to that undertaken for stationery and office equipment.
- 2.3 The council currently spend circa £330k on PPE over a 12 month period. Due to this value of spend Contract Procedure Rule 9.1 and 9.2 – Over £100k – High Value Procurements have been adhered to throughout this process.
- 2.4 ESPO is one of the countries largest public sector buying organisations and all contract awards are undertaken following EU procurement regulations.
- 2.5 A value for money exercise, taking due consideration of the quality of products supplied, has been undertaken. Seven suppliers on the ESPO framework were invited to submit pricing schedules for the top product set of PPE purchased by Leeds City Council. Four suppliers responded to the request and following an analysis of both price and quality ARCO were deemed to offer best value for money.

## **3 Corporate Considerations**

### **3.1 Consultation and Engagement**

- 3.1.1 The PPPU & PU Compliance and Regulation Team have been consulted and provided legal advice on the use of this framework and approval has been given to this method of procurement on 15<sup>th</sup> October 2014.
- 3.1.2 Support has been provided from PPPU in relation to the value for money exercise undertaken, ensuring consistency and transparency in the decision making process.

### **3.2 Equality and Diversity / Cohesion and Integration**

- 3.2.1 Consultation on the product range and contract performance was undertaken in November 2013 and this included representatives from all directorates and health and safety representatives. Since this time feedback on adverse performance of the supplier was requested and none was received.

### **3.3 Legal Implications, Access to Information and Call In**

- 3.3.1 This is a key decision and is subject to call-in under the Scrutiny Board Procedure Rules.
- 3.3.2 The council has legal responsibility under the PPE at Work Regulations 1992 to provide PPE to staff in the appropriate circumstances.

### **4 Conclusions**

- 4.1 In conclusion the use of the ESPO Agreement to award the contract for PPE to ARCO for a 12 month period is deemed the most cost effective route in the short term.

### **5 Recommendations**

- 5.1 The Chief Officer Shared Services is requested to approve the award of a contract to supply PPE to ARCO for 12 months.

### **6 Background documents<sup>1</sup>**

**DDN for approval to use framework**

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<sup>1</sup> The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.