

**Report of: Shona McFarlane, Deputy Director Social Work & Social Care Service**

**Report to Director of Adults and Health**

**Date: April 2018**

**Subject: To approve the Authority to Procure a contract for the Supply of overhead tracking hoists and the repair, servicing and maintenance of various items of equipment for daily living.**

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"/> Yes	<input type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number Appendix number		<input checked="" type="checkbox"/> No

### **Summary of main issues**

The Leeds Community Equipment Service (LCES) provides a range of equipment to disabled adults, older people and children within Leeds. There are currently 84,000 people in Leeds with equipment.

Assessors across health and social care make recommendations for the provision of equipment designed to meet the needs of the individual person. It can make a significant reduction in the risks for people at home and contributes to reducing and delaying the need for home care and residential services.

The current contract is for the supply of overhead tracking hoists, the refurbishment of recycled tracking hoists, the out of hours repairs of tracking hoists, the annual service and The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) inspection for tracking hoists, gantry hoists, mobile hoists, stand aids and poolside hoists. The contract is due to expire on the 30th November 2018.

The out of hours urgent repairs for specialist beds and airflow mattresses is currently covered on the framework for the supply of assisted technology equipment for adults and children – LOT 3 discount list. This requires a specification and adding as a separate Lot on the new contract.

There is no contract in place for the Portable appliance testing (PAT) or servicing of specialist seating for Adults and Children. Any seating which is returned to LCES is PAT and serviced before being reissued but a high percentage remain out in the community for over twelve months without any checks. This leaves the council at risk should an incident occur. This will be included in the new contract.

LCC Residential and Day-care services have specialist bathing equipment in their establishments. There is currently no contract in place and the servicing of the equipment is arranged "off contract". This will be included in the new contract.

This procurement provides the flexibility required by the service whilst ensuring the service complies with regulations at work and manufacturer's recommendations to ensure customers' needs are met and the equipment is safe to use. The contract will commence 1st December 2018 for a period of five years, expiring on 30<sup>th</sup> November 2023.

### **Recommendations**

- 1.1 The Director of Adults and Health is requested to approve the authority to procure a new contract for the supply of overhead tracking hoists and the repair, service and maintenance of various items of equipment for daily living.
- 1.2 Implementation discussions will take place with the suppliers once the contract is awarded.
- 1.3 The proposed timescale for implementation is 1st December 2018.
- 1.4 The Service Delivery Manager- Assisted Living Leeds will be the officer responsible for the implementation in conjunction with officers from the Procurement and Commercial Service.
- 1.5 The estimated annual value of the contract is £361,000.00 based on 2016/17 expenditure.

### **Purpose of this report**

- 1.6 The purpose of this report is to seek the Authority to Procure via a delegated decision of the Director of Adults and Health to establish a five year contract and appoint suppliers in respect of the Lots detailed in paragraph 3.2 for the Supply of overhead tracking hoists and the repair, servicing and maintenance for various items of equipment for daily living.

## **2 Background information**

- 2.1 The current contract is for the supply, maintenance & repair of overhead tracking hoists that are installed in service user's homes, following community care assessment and a moving and handling risk assessment. The risk assessments are performed to establish a moving and handling plan and reduce moving and handling risks, as far as reasonably possible, for disabled people and both paid and unpaid carers. Under the terms of the existing contract joint visits by the assessor and the supplier are undertaken. The supplier will assess the environment to ensure that the equipment can be safely installed and that any associated works e.g.

joinery, electrical or structural, are identified in order for the installation to take place.

- 2.2 New tracking hoists are funded from the capital budget for Adaptations to Private Properties following assessment and recommendation by the Council's occupational therapy service. The servicing, repair, removal and re-siting of this equipment is funded from revenue budgets. The hoists are installed, serviced, repaired, removed, stored and re-sited under the terms of the contract.
- 2.3 Housing Leeds use the contract to provide an equitable service to their tenants. The contract is also used by ASC residential and day care Service for their maintenance and LOLER requirements in respect of their mobile hoists. Other directorates of the council will also utilise the contract for their requirements.

### **3 Main issues**

- 3.1 This contract will bring together all aspects of maintenance and repairs of community equipment to ensure that the council is complying with the following regulations: the Provision and Use of Work Equipment Regulations 1998 (PUWER), the Portable Appliance Testing (PAT) and The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER).
- 3.2 The contract will be advertised as 8 lots as follows:
  - LOT 1 - SUPPLY OF OVERHEAD TRACKING HOISTS & REPLACEMENT PARTS
  - LOT 2 - MAINTENANCE, REPAIR & STORAGE OF OVERHEAD TRACKING HOISTS
  - LOT 3 - MAINTENANCE & REPAIR OF MOBILE HOIST & STAND-AIDS, POOLSIDE HOISTS, CHANGING TABLES, and WHEELCHAIRS AND SHOWER CHAIRS (FOR ITEMS NOT OWNED AND MAINTAINED BY LCES)
  - LOT 4 - MAINTENANCE, REPAIR & STORAGE OF SPECIALIST BATHS
  - LOT 5 - REPAIR (OUT OF HOURS ONLY) OF PROFILING BEDS, COTS AND AIRFLOW MATTRESSES
  - LOT 6 - ANNUAL MAINTENANCE OF RAISER RECLINER CHAIRS AND SPECIALIST SEATING LOCATED WITHIN THE COMMUNITY
  - LOT 7 – ANNUAL MAINTENANCE OF PAEDIATRIC SEATING
  - LOT 8 – DISCOUNT ON ADHOC REPAIRS AND MAINTENANCE OF EQUIPMENT

These lots are required to replace any contract variations linked to the current contract and to allow each service appropriate use of this contract.

- 3.3 The advantage of this contract will be:
  - Different suppliers with the expertise required will be able to submit against the appropriate Lots in the contract.
  - All of the different requirements, some of which are currently 'off-contract' will be subject to a formal contract arrangement that has been subject to competition, which will mean that the council is obtaining value for money in respect of these requirements.
  - Other departments in the Local Authority will be able to use the contract.

- 3.4 The regular maintenance of equipment will extend the lifespan of the item and any repairs will be identified and rectified, therefore reducing the risk to customers and the need to replace with new equipment.

### **Consequences if the proposed action is not approved**

- 3.4 The Service would have to purchase equipment and repairs on a “non-contract” basis. There would be no agreed contract prices which would very likely result in higher costs for equipment.
- 3.5 The effect of higher unit costs on the budget would have a direct impact on the available budget for new purchases.
- 3.6 This approach means that the Council has the efficiency of one contract for all parts of the contract and the alternative would be multiple tendering exercises.
- 3.7 The aim of the Leeds Community Equipment Service to provide the right equipment quickly to enable people to live independent and inclusive lives would be compromised.

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

- 4.1.1 Officers from Adults and Health, City Development and Childrens and Families are invited to be involved in the procurement process.
- 4.1.2 A detailed Communications and Engagement Plan was developed to ensure that all relevant stakeholders were informed / consulted to appropriate levels at the appropriate times in the procurement process.

### **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.

### **4.3 Council policies and Best Council Plan**

- 4.3.1 The service contributes to National Indicator 142: the percentage of vulnerable people supported to achieve independent living.
- 4.3.2 Council Business Plan – this work contributes towards the target to increase the number of people successfully completing a programme to help them relearn the skills for daily living; increase proportion of older people (65 and over) who were still at home 91 days after leaving hospital into rehabilitation services; increase the percentage of service users who feel that they have control over their daily life.

4.3.3 Best Council Plan 2015 – 20 – this work contributes to the Better Lives programme and to the breakthrough project of making Leeds the best place to grow old.

#### 4.4 Resources and value for money

4.4.1 A procurement process will be undertaken in order to ensure that the Council obtains best value for money, in terms of fit for purpose products at the best price.

4.4.2 The procurement process will follow the open procedure but will include a Standard Selection Questionnaire, within which there will be a number of technical questions against which a potential provider will be assessed to ensure that they have the required experience and knowledge to undertake the requirements of the contract.

4.4.3 Using a contract will ensure that the council achieves the lowest possible prices for the products and services it is buying under this contract. Officer time will be saved by using the contract, rather than obtaining competitive quotes for individual items and orders.

4.4.4 Estimated contract value based on expenditure in 2016/17

<b>Lot 1</b> Supply, Of Overhead Tracking Hoists & Replacement Parts	Revenue budget	Capital Budget
Adults and Health		£150,000.00
Citizens and Communities		£92,793.00
<b>Lot 2</b> Maintenance, Repair, & Storage Of Overhead Tracking Hoists <b>Lot 3-</b> Maintenance & Repair Of Mobile Hoist & Stand-Aids, Poolside Hoists, Changing Tables, Wheelchairs And Shower Chairs. <b>Lot 4</b> - Maintenance, Repair & Storage Of Specialise Baths		
Adults and Health	£44,594.31	
Citizens and Communities	£6,480.18	
City Development	£11,977.11	
Childrens and Education	£10,189.50	
<b>LOT 5</b> - Repair Out Of Hours Only Of Profiling Beds, Cots And Airflow Mattresses		
Adults and Health	£15,000	
<b>LOT 6</b> - Annual Maintenance Of Raiser Recliner Chairs And Specialise Seating Out In The Community	£30,000	
Adults and Health		
<b>LOT 7</b> – Annual Maintenance Of Paediatric Seating	£20,000	
Childrens and Education		
<b>LOT 8</b> – Discount On Adhoc Repairs And Maintenance Of Equipment	£0	
<b>Total</b>	£118,241.10	£242,793.00

4.4.5 Therefore the total estimated annual cost of the contract based on 2016/17 expenditure is £361,000.

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

4.5.1 The contract will be advertised in the Official Journal of the European Union (OJEU) to comply with the Public Contracts Regulations 2015 and will be undertaken in accordance with the council's Contracts Procedure Rules. The contract will also be advertised on the Council's tendering website [www.Yortender.co.uk](http://www.Yortender.co.uk)

4.5.2 This is a Key decision and subject to call-in.

#### **4.6 Risk Management**

4.6.1 The procurement time table is in place and the required officers identified to undertake the evaluation of the tender documentation to ensure the procurement process is completed before the current contract expires.

### **5 Conclusions**

5.1 The Leeds Community Equipment Service has a responsibility to provide high quality equipment for the people of Leeds which is maintained and repaired.

5.2 There is existing contract expires on 30<sup>th</sup> November 2018

5.3 The proposed of this contract is to establish a five year and appoint suppliers in respect of the Lots for the Supply of overhead tracking hoists and the repair, servicing and maintenance for various items of equipment for daily living. The proposed contract will provide will bring together all aspects of maintenance and repairs of community equipment to ensure that the council is complying with the following regulations: the Provision and Use of Work Equipment Regulations 1998 (PUWER), the Portable Appliance Testing (PAT) and The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER).

### **6 Recommendations**

6.6 The Director of Adults and Health is requested to approve the authority to procure a new contract for the supply of overhead tracking hoists and the repair, service and maintenance of various items of equipment for daily living.

6.7 Implementation discussions will take place with the suppliers once the contract is awarded.

6.8 The proposed timescale for implementation is 1st December 2018.

6.9 The Service Delivery Manager- Assisted Living Leeds will be the officer responsible for the implementation in conjunction with officers from the Procurement and Commercial Service.

6.10 The estimated annual value of the contract is £361,000.00 based on 2016/17 expenditure.

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

7.1 None

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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.