
Report of Deputy Director, Social Work & Social Care Services

Report to Director of Adults & Health

Date: 25th February 2019

Subject: Authority for the procurement of the Supply of Laundry and Linen Services to the Care Delivery Service

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. The purpose of this report is to seek approval to commence a new procurement exercise for the supply of Laundry and Linen Services to the Care Delivery Service.
2. The Care Delivery Service has a range of day opportunity and accommodation based services for which some of these services are reliant upon a Laundry and Linen Service.
3. Adults & Health, Care Delivery Service currently spends £140,000 per year on Laundry and Linen Services.
4. The current contract with Central Laundry Ltd expires on 31st May 2019 with no option to extend.

Recommendations

1. The Director of Adults & Health is recommended to approve the commencement of a procurement exercise to award a contract for the supply of Laundry and Linen Services to the Care Delivery Service. The contract will commence from the 1st June 2019.
2. The Director of Adults & Health is also asked to approve the request for authority to procure, and to review of an external framework as part of the process.
3. Also request that Implementation discussions take place with the supplier once the contract is awarded.

1 Purpose of this report

- 1.1 The purpose of this report is to seek approval to commence a procurement exercise and access an external framework for the Supply of Laundry and Linen Services to the Care Delivery Service.

2 Background Information

- 2.1 Adults & Health, Care Delivery Service currently spends around £140,000 per year on the provision of Laundry and Linen Services for 4 Recovery Hubs and 4 older people residential homes.
- 2.2 It is anticipated that the future requirements for this service will remain constant for at least 2 years.
- 2.3 The current contract is with Central Laundry Ltd via a CCS framework. The current contract will expire on 31st May 2019 with no option to extend.
- 2.4 The sole user of this contract is Adults & Health, Care Delivery Service.

3 Main issues

- 3.1 There is a continuing requirement for the supply of Laundry and Linen Services to the Care Delivery Service for at least 2 years.
- 3.2 All current spend is on contract. The contract has been in place since 1st June 2015 and will expire 31st May 2019 with no option to extend.
- 3.3 The new laundry contract will provide a Laundry and Linen Service specifically to the following services: 4 Recovery Hubs and 4 older people residential homes
- 3.4 To ensure that the 4 Recovery Hubs and 4 older people residential homes can continue to receive a reliable Laundry and Linen Service, it is vital that an alternative, reliable and affordable service to maintain service delivery is procured.
- 3.5 CCS have an existing framework that will allow an effective and efficient route to market to find a suitable supplier for these services. This framework will be reviewed as part of the procurement, and if deemed a potential solution, will be reviewed by PACS Legal team to confirm it is compliant and available for LCC to use.

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.2 Procurement and Commercial Services (PACS) will provide advice and guidance on the procurement process.
- 4.1.3 The Executive Member for Adults & Health has been provided with a briefing note and an opportunity for a face to face briefing

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 City Priorities

- 4.3.1 It is vital that any procurement process within the Council is undertaken with a view to ensure openness, transparency and fairness. As such, the contract for the Supply of Laundry and Linen Services will be procured in line with the Council's procurement policies and procedures.
- 4.3.2 The 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 a quality service at the best price
- 4.4.2 Any contract entered into as a result of the procurement exercise will only be used for the Supply of Laundry and Linen Services which forms an important element in delivering the services within the Care Delivery Service.
- 4.4.3 Any contract entered in to as a result of the procurement exercise will be regularly reviewed to ensure continuing value for money.
- 4.4.4 Resources are available from both Adults & Health and PACS to meet the requirement of a procurement exercise in order to award a contract for the supply of laundry services.
- 4.4.5 The current budget for Laundry and Linen Services is £140,000 and is built into the 19/20 Care Delivery Service base budget.

4.5 Legal Implications, Access to Information and Call In

- 4.5.1 This is a significant operational decision as defined under Article 13 of the Council
- 4.5.2 The procurement must be in line with the Procurement Regulations 2015, and if the external framework is approved by PACS, it will be compliant with the Regulations and have acceptable terms and conditions. Should the CCS

framework agreement not be approved for use, we will undertake a full procurement exercise.

4.5.3 The report has been shared with Legal Services.

4.6 Risk Management

4.6.1 The proposal to procure a new contract will mitigate the risk of a Laundry and Linen Services being unavailable following expiry of the current contract and will maintain service delivery.

5 Conclusions

5.1 There is a need for Adults & Health to procure a Laundry and Linen Service to ensure a service is available to the 4 Recovery Hubs and 4 older people residential homes from 1st June 2019.

5.2 In order to achieve a new contract, a procurement process needs to be undertaken to find a suitable supplier. Accessing an external framework for this requirement, if approved by PACS in line with Contract Procedure Rules, will allow a compliant and effective route to market, as would a new procurement exercise.

5.3 The existing contract expires on 31st May 2019

6 Recommendations

6.1 The Director of Adults & Health is recommended to approve the commencement of a procurement exercise to award a contract for the Supply of Laundry and Linen Services from the 1st June 2019.

6.2 The Director of Adults & Health is also asked to approve the request for authority to procure, and to review of an external framework as part of the process

6.3 Request that Implementation discussions can take place with the suppliers once the contract is awarded.

7 Background Documents

None. ¹

¹ 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.