

Report of Deputy Director, Social Work & Social Care Services

Report to Director of Adults & Health

Date: 10th May 2019

Subject: Award of contract for 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: Appendix 1 Evaluation matrix	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Summary of main issues

1. A report was received on 28th February 2019 to seek approval to commence a new procurement exercise for the supply of Laundry and Linen Services to the Care Delivery Service
2. Following a successful procurement exercise undertaken by the Crown Commercial Service (CCS) a preferred bidder has been identified.
3. The contract is to be awarded to Central Laundry Limited who are the existing supplier and the contract will commence on 1st June 2019, therefore a smooth mobilisation will take place with no issues envisaged.
4. The contract value is £145.5k per annum and the 19/20 budget for Linen and Laundry Services will cover this cost.

Recommendations

1. The Director of Adults & Health is requested to approve the award of the Linen and Laundry contract to Central Laundry Limited.
2. The contract will commence from the 1st June 2019 for a period of 3 years expiring on 31st May 2022 and is valued at £436.5k.

1 Purpose of this report

- 1.1 The purpose of this report is to seek approval to award a contract for the Supply of Laundry and Linen Services to Central Laundry Services.

2 Background Information

- 2.1 Adults & Health, Care Delivery Service currently spends around £140k 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 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.
- 2.5 CCS have a compliant framework, RM1301 for Laundry and Linen services, which Leeds City Council have accessed to undertake a mini-competition exercise with a list of suppliers who can meet our requirements.
- 2.6 Procurement and Commercial Services Legal team approved the framework in line with CPR 12.2.
- 2.7 The Director of Adults & Health approved access to the framework in February 2019.

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 current 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 A further competitive exercise was run from the CCS framework inviting all suppliers on the framework in March 2019.

- 3.5 Only one submission was received from Central Laundry Limited.
- 3.6 The submission was evaluated in line with the tender documents and instructions by officers within Adults & Health, supported by officers in Procurement and Commercial Services (PACS).
- 3.7 The submission from Central Laundry Limited passed all the quality questions and achieved the minimum score required.
- 3.8 The winning bid is from the same organisation carrying out the current contract so no mobilisation issues are envisaged and there will be no issues around TUPE.

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.2 PACS have provided advice and guidance on the procurement process and documentation.
- 4.1.3 The Executive Member for Adults & Health has been provided with a briefing note.

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 has been 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 was undertaken in order to ensure that the Council obtained best value for money, in terms of a quality service at the best price
- 4.4.2 Once awarded 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 The contract will be regularly reviewed to ensure continuing value for money.
- 4.4.4 The current budget for Laundry and Linen Services is £145.5k 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 and is not subject to call-in. There are no grounds for keeping the contents of this report confidential under the Access to Information Rules.
- 4.5.2 The procurement is in line with the Procurement Regulations 2015, and the external framework approved by PACS is compliant with the Regulations and have acceptable terms and conditions.
- 4.5.3 The report has been shared with Legal Services.

4.6 Risk Management

- 4.6.1 The proposal to award a new contract will mitigate the risk of a Laundry and Linen Service 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 award 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 was undertaken to find a suitable supplier - accessing an external framework for this requirement allowed a compliant and effective route to market.
- 5.3 The tender exercise has resulted in a compliant and affordable bid being received.
- 5.4 The new contract will start on 1st June 2019 and run for 3 years.

6 Recommendations

- 6.1 The Director of Adults & Health is requested to approve the award of the Linen and Laundry contract to Central Laundry Services.
- 6.2 The contract will commence from the 1st June 2019 for a period of 3 years expiring on 31st May 2022 and is valued at £436.5k.

Background Documents

Appendix 1 – Evaluation matrix